**BSH Guidelines Style Template Feb 2021 Update**

**Title page Sections**

(All written in Text in Arial 12 point, double spaced, left adjusted.)

**Title of Guideline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Followed by A British Society for Haematology Guideline

Authors:First name and last name.

For example, John Smith1

Authors’ affiliations:Name of NHS Trust

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The highlighted text indicates guiding statements to be removed when adopting the template

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**Methodology**

This guideline was compiled according to the BSH process at [<https://b-s-h.org.uk/media/16732/bsh-guidance-development-process-dec-5-18.pdf>] . The Grading of Recommendations Assessment, Development and Evaluation (GRADE) nomenclature was used to evaluate levels of evidence and to assess the strength of recommendations. The GRADE criteria can be found at <http://www.gradeworkinggroup.org>.

***Literature review details***

This can be here but it is preferred to give in more details as an appendix. It must include as a minimum, date of search, databases searched (e.g. PubMed, Ovid, Cochrane), keywords used, time period covered, inclusion criteria (e.g. Human, clinical trial), exclusion criteria (e.g. no papers published in non-English journals, no publications without an abstract). The output should be detailed with regard to number of papers identified and how these were filtered.

***Review of the manuscript***

Review of the manuscript was performed by the British Society for Haematology (BSH) Guidelines Committee Name of Task Force, the BSH Guidelines Committee and the NAME of sounding board of BSH. It was also on the members section of the BSH website for comment. It has also been reviewed by NAME of other bodies (including patient groups where available); these organisations do not necessarily approve or endorse the contents.

**Introduction**

**Heading**

Text

**• Recommendations in bold with bullet points**

Note: Barriers to implementation of recommendations should be identified and where possible addressed.

**Acknowledgements**

The authors wish to thank NAME for help in undertaking the initial literature review.

The BSH NAME task force members at the time of writing this guideline were *insert names*. The authors would like to thank them, the BSH sounding board, and the BSH guidelines committee for their support in preparing this guideline.

**Declaration of Interests**

The BSH paid the expenses incurred during the writing of this guidance.

All authors have made a declaration of interests to the BSH and Task Force Chairs which may be viewed on request. The following authors have undertaken *and then please detail any advisory board, educational grant, and speaker’s fees for the different companies or charities etc. declared by the writing group members – monetary details are not required*. The following members of the writing group list initials have no conflicts of interest to declare.

**Review Process**

Members of the writing group will inform the writing group Chair if any new evidence becomes available that would alter the strength of the recommendations made in this document or render it obsolete. The document will be reviewed regularly by the relevant Task Force and the literature search will be re-run every three years to search systematically for any new evidence that may have been missed. The document will be archived and removed from the BSH current guidelines website if it becomes obsolete. If new recommendations are made an addendum will be published on the BSH guidelines website (<www.b-s-h.org.uk/guidelines>).

**Disclaimer**

While the advice and information in this guidance is believed to be true and accurate at the time of going to press, neither the authors, the BSH nor the publishers accept any legal responsibility for the content of this guidance.

**Audit Tool**

Blank Audit template can be found for writing group to complete [here](https://b-s-h.org.uk/media/15658/audit-template-mar-2017.doc).

**References**

The guideline should be written using Endnote which will automatically organise and format the references as required for the intended journal of publication. Please use [Vancouver style](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf) of referencing. If the first author does not have access to their own copy there is a free basic web version (<http://endnote.com/product-details/basic>).