BSH Guidelines Style Template Updated July 2021

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

For example, 1Haemophilia Centre and Thrombosis Unit, Royal Free London NHS Foundation Trust

Correspondence:

BSH Administrator, British Society for Haematology, 100 White Lion Street, London, N1 9PF, UK. E-mail: [bshguidelines@b-s-h.org.uk](mailto:bshguidelines@b-s-h.org.uk)

The highlighted text indicates guiding statements to be completed and/or removed when adapting the template

# Methodology (this is a main heading following style Heading 1)

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> and is summarised in appendix 3 of the guidance document linked above

## Literature review details (this is a sub-heading following style Heading 2)

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

# Introduction (this is a main heading following style Heading 1)

## Sub-Heading (following style Heading 2)

### Sub-sub heading (following style Heading 3)

The body text for the guideline should use Arial 12 point font, be double spaced and left adjusted (following style Normal).

* Recommendations in bold with bullet points (following style List Paragraph)

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 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 five 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. Please check the BSH guidelines website ([www.b-s-h.org.uk/guidelines](file:///C:\Users\Keith\AppData\Local\Temp\www.b-s-h.org.uk\guidelines)) for any addenda that may be produced after the initial publication.

## 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 a reference manager 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. Endnote is a possible option. If the authors do not have access to their own copy there is a free basic web version at <http://endnote.com/product-details/basic>.

Table 1 This table has many columns and so the page orientation for this section has been changed to landscape

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

This section has been reverted back to portrait orientation