**Endorse or require: Your journal’s reporting guideline policy details**

Use this document to guide a discussion about what your journal’s reporting guideline policy will look like, and whether you want to endorse or require reporting guidelines. We suggest involving authors, reviewers, and editorial board members in this discussion.

1. Do you want authors to state that they have used reporting guidelines in general? Where should they state this, in the submission forms or in the manuscript?
2. Do you want authors to state which particular reporting guidelines they have used? Where should they state this, in the submission forms or in the manuscript?
3. What will you do if the author does not state which reporting guideline they have used?
4. What will you do if the author states the wrong reporting guideline for their study type has been used?
5. What will you do if the author states the correct reporting guideline has been used, but the text shows the guideline hasn’t been used?
6. Who would check the reporting as you described above? You could involve your editorial office staff, editor-in-chief, editorial board, or reviewers.
7. Do you want authors to send you a completed checklist for the reporting guideline they have used?
8. Do you want sending in these checklists to be compulsory?
9. How should authors find these checklists? Do you want to include them in your Instructions for Authors or in your submission system, or do you want to include links in these places to reach the checklists?
10. Do you want to receive checklists on submission or later in the process?
11. How would your journal workflow need to change to support checklist submission?
12. How would your online submission system need to change to support checklist submission?
13. What will you do if the author does not send in a checklist? You could require a checklist before review starts, ask for the checklist alongside reviewer comments, or do nothing.
14. What will you do if the author sends in the wrong checklist for their study type? You could require the right checklist before review starts, ask for the checklist alongside reviewer comments, or do nothing.
15. What will you do if the author sends in the right checklist, but filled in incorrectly? You could require the checklist completed correctly before review starts, ask for the checklist to be redone alongside reviewer comments, or do nothing.
16. Who would check the checklists as you described above? You could involve your editorial office staff, editor-in-chief, editorial board, or reviewers.
17. Does your plan to monitor reporting and checklist compliance mean you need to provide any training to your editorial team or peer reviewers?
18. Do you want to give peer reviewers correctly completed checklists to guide their review? Does this require any training?

Once you have worked through these 18 questions, discuss whether your answers lead you towards endorsing reporting guidelines or requiring their use.

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