

**Table 1.** Recommended steps for developing a health research reporting guideline.

Step	Item Number	Detail
<b>Initial steps</b>	1	Identify the need for a guideline
	1.1	Develop new guidance
	1.2	Extend existing guidance
	1.3	Implement existing guidance
	2	Review the literature
	2.1	Identify previous relevant guidance
	2.2	Seek relevant evidence on the quality of reporting in published research articles
	2.3	Identify key information related to the potential sources of bias in such studies
	3	Obtain funding for the guideline initiative
<b>Pre-meeting activities</b>	4	Identify participants
	5	Conduct a Delphi exercise
	6	Generate a list of items for consideration at the face-to-face meeting
	7 <sup>a</sup>	Prepare for the face-to-face meeting
	7.1	Decide size and duration of the face-to-face meeting
	7.2	Develop meeting logistics
	7.3	Develop meeting agenda
	7.3.1	Consider presentations on relevant background topics, including summary of evidence
	7.3.2	Plan to share results of Delphi exercise, if done
	7.3.3	Invite session chairs
7.4	Prepare materials to be sent to participants prior to meeting	
7.5	Arrange to record the meeting	
<b>The face-to-face consensus meeting itself</b>	8 <sup>a</sup>	Present and discuss results of pre-meeting activities and relevant evidence
	8.1 <sup>a</sup>	Discuss the rationale for including items in the checklist
	8.2	Discuss the development of a flow diagram
	8.3 <sup>a</sup>	Discuss strategy for producing documents; identify who will be involved in which activities; discuss authorship
	8.4	Discuss knowledge translation strategy
<b>Post-meeting activities</b>	9 <sup>a</sup>	Develop the guidance statement
	9.1	Pilot test the checklist
	10	Develop an explanatory document (E&E)
	11	Develop a publication strategy
11.1	Consider multiple and simultaneous publications	
<b>Post-publication activities</b>	12 <sup>a</sup>	Seek and deal with feedback and criticism
	13 <sup>a</sup>	Encourage guideline endorsement
	14	Support adherence to the guideline
	15	Evaluate the impact of the reporting guidance
	16	Develop Web site
	17	Translate guideline
	18	Update guideline

<sup>a</sup>Core items (see text).

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