CASES Expert Statement Guidelines

CASES Expert Statements:

The Board has recently reviewed the Expert Statement criteria and has agreed that from the window starting 1 May 2026, there will be a new approach. Instead of limiting the number of Expert Statements each year to four, with each appearing in an edition of *The Sport and Exercise Scientist* (TSES), there will be no limit to the number of Expert Statements that the Expert Statement Advisory Group can approve per window, providing submissions meet the assessment criteria. All approved Expert Statements will be published on the CASES website.

As such, there may be more than one Expert Statement included within an edition of TSES, depending on how many other articles there are in that edition. The front cover may therefore not be an image associated with the Expert Statement, if there are more than one Statements within that Edition. If there are multiple Statements within an edition, then an abstract of the statement will be included with a link to the full Statement on the CASES website.

Financial assistance:

There is a small fund available each year to pay for time of those members of the Expert Statement author team providing lived experiences. Within each window (May and October) there is up to £1,500 across all approved Expert Statements for such support. Within the application form, the Lead Author is to include details of members of the author team with lived experience of the topic who can claim a nominal amount towards their time to develop the statement. It is expected that the author team can work remotely without the need to come together in person, thus negating any in-person development meeting costs.

Target CASES Membership Category: Professional

Application Closing Date: 1st May and 1st October

Results Available: Within eight weeks of the application closing date.

Aim:
The Expert Statement Advisory Group oversees the CASES Expert Statement scheme, which supports the development of high-quality, evidence-informed statements that address important, and sometimes controversial, topics in sport and exercise science. These statements should explore key questions including:

- What is the role of sport and/or exercise science within this topic?
- Why is this topic important?
- What are the issues and what evidence is available?
- What are the implications for applied practice?
- What conclusions can be drawn?

First stage:
The Author Team submits the application form for consideration by the Expert Statement Advisory Group, per the *Timescale* table (below).

Publication:
All approved Expert Statements will be published on the CASES website. All will appear in *The Sport and Exercise Scientist* (TSES), either as a full statement, or as a summary with a link to the full statement on the website.

CASES also has an agreement with the *Journal of Sports Sciences* (JSS) to consider all CASES expert statements for publication in JSS, subject to the condition that the JSS Editorial Board approves the topic. The general feedback from the JSS Editorial Board is that the authors can submit review papers on the same topic, rather than 'Position Statements'. The authors can acknowledge CASES and that an initial shorter version of the article has already been published as an Expert Statement. Acceptance to publish within JSS would however not be guaranteed, but of course the hope would be that these well written reviews from leading authors in the field would be accepted.

Finally, there is an opportunity to present the published Expert Statement as a paying, registered delegate within the Parallel Free Communications sessions of the CASES Conference. If the timing of the publication does not align to the timing of the CASES Conference, the Author Team may wish to present the statement as a CASES Webinar or within a CASES Division Day, for which the Lead Author will be put in contact with the CASES CPD Provision consultant.

Criteria:

- The Lead Author (applicant) is a Professional member of CASES
- Author Teams should include two CASES members and a member with a lived experience in the topic
- The applicant has not submitted an application for an Expert Statement within the last 12 months
- The applicant has read the Terms and Conditions of the CASES Expert Statements
- The applicant must submit the CASES Expert Statement application form. Only information contained within the application form will be considered

Each application is assessed against the following criteria:

1. The importance, impact and interest of the topic on the targeted population and sport and exercise science
2. The role of sport and exercise science within this topic
3. Quality of the application and quality of the evidence provided
4. The expertise and composition of the development team. The team should include at least one expert, but to also try to include an Early Career Researcher (ECR) and have diversity. In addition, there should be good representation of CASES members.
5. Its uniqueness to existing CASES Expert Statements.

Additional Information:

- Development of Expert Statements is overseen by the Board with delegated responsibility to the Learning and Development Committee through the Expert Statement Advisory Group. The CASES Senior Admin Officer (SAO) is the lead person to support the administration of the Expert Statement process.
- Ideas for the development of Expert Statements may arise from CASES members, the Expert Statement Advisory Group or the Board.
- Expert Statements are evidence-based and provide concise representations of a stance or opinion on a specific topic. It is succinct and brief, while at the same time providing sufficient rationale and evidence for the position. The evidence is drawn from the literature and references carefully selected so that readers may explore issues in greater depth at their discretion.
- The evidence upon which Expert Statements are built is compiled by a multidisciplinary group of between two and five individuals (including the lead person) with content knowledge and expertise. Development team members should be CASES members whenever feasible, but external evidence builders are also seen as capable contributors as are those with lived experiences of the topic.
- The Lead Author should be able to communicate in a timely fashion with CASES.
- If re-submitting a previous application, please include responses to previous comments.

Timescale:
Because of the importance of Expert Statements, the entire development and sign off process should take no more than six months.

Responsibility	**Action**	**Timeline - *October submission***	***Timeline - May submission***
Author Team	Submits the application form for consideration	**By 1 October**	***By 1 May***
Expert Statement Advisory Group	Reviews and considers all applications	**By end-November**	***By end-June***
CASES SAO	Provides feedback to all applicants	**By early December**	***By early July***
Lead Author of approved submissions	Authors propose two CASES Fellows as Expert Statement reviewers.	**Mid-Dec**	**Mid-Jul**
CASES SAO	The CASES Senior Administration Officer to contact the proposed Fellows to confirm.	**End of Dec**	**End of July**
Lead author	The development team produces the Expert Statement and presents to two nominated Fellows for review. This will be an open peer review so that authors know who has reviewed their work.	**Mid-Feb**	**Mid-Sep**

Expert Statement Reviewers	Reviewers (CASES Fellows) conduct their review of the Expert Statement. Reviews are then e-mailed to CASES SAO once complete. Feedback is e-mailed to lead author to be considered by the Author Team.	**Mid-Mar**	**Mid-Oct**
Lead author and Expert Statement Reviewers	Development team make required amends and re-send revised Expert Statement to nominated reviewers for final review. It is helpful to outline how reviewers' comments have been addressed. Final amended Expert Statement to be sent to the Expert Statement Advisory Group for approval.	**End of Apr**	**End of Nov**
Lead author	Finalise the Expert Statement based on feedback from reviewers. Send SAO author bios and photos.	**End of May**	**End of Dec**
CASES SAO	Send to TSES Editor for approval of editorial guidelines.	**End of July**	**End of Jan**
The Board	Launch the Expert Statement and publish on the website and within TSES	**Autumn or Winter issue**	**Spring or Summer issue**
Lead author	As a paying, registered delegate, present the Expert Statement at the CASES Conference (this is normally the lead author). The presentation format will be decided by the Conference Planning Group but is normally within the Parallel Free Communications. If the timing of the publication and the CASES Conference does not align, it may be possible to present the Expert Statement at a CASES Division Day or on a CASES webinar.	**Following June** **Timing to be discussed**	**Following June** **Timing to be discussed**

Format for Expert Statements:
It is important to note that CASES Expert Statements are concise and should enable the informed reader to gain insight into current issues or developments within the stated area. The expert statement should be 1,600 words in total including everything (references, author profiles, Copyright and PDF Download statements). It should contain the following:

Title and Authors:

e.g. The CASES Expert Statement on Exercise, Immunity and Infection

Produced on behalf of the Chartered Association of Sport and Exercise Sciences by Prof Michael Gleeson FCASES and Dr Neil Walsh

Introduction: The introduction should consider what the topic is; why is it important; what is the context; what are the key issues or developments to be considered; and how can sport and/or exercise science contribute.

Background and evidence: The background and evidence make up the body of the statement. It should provide a structured and logical coverage of the topic and the key evidence. Short paragraphs and sub-headings where appropriate are encouraged.

Conclusions and recommendation: This section includes a summary of the key points along with any recommendations. These should be in the form of a bulleted list.

Acknowledgements: Where appropriate.

References: Around five to eight key references, formatted in accordance with that used by *The Sport and Exercise Scientist*. *The Sport and Exercise Scientist* has its own unique reference style (to make formatting as easy as possible). Examples of references are below:

Reference citations in text examples:

- Work by one author - Rogers (2010) compared... Past research (Rogers, 2010)...
- Work by two authors - Rogers and Smith (2009) compared... Past research (Rogers & Smith, 2009)...
- Work by three of more authors - Rogers *et al*. (2011) compared... Past research (Rogers *et al*., 2009)...

Reference list examples:

Arrange entries in alphabetical order by the surname of the first author.

Baumeister, R.F., Zell, A.L. & Tice, D.M. (2007). How emotions facilitate and impair self-regulation. In J.J. Gross (Ed.), Handbook of emotion regulation (pp. 408-426). New York: The Guilford Press.

Child Protection Support Unit. (2005). Standards for Safeguarding and Protecting Children in Sport. Available: www.thecpsu.org.uk

Lazarus, R.S. (2000). How emotions influence performance in competitive sports. The Sport Psychologist, 14, 229-252.

If more than three authors write **Elliott, B. *et al.* (1996)**.

Author(s) profile: (25-word count and relevant to the article). If stating CASES accredited, this should be: CASES accredited sport and exercise scientist. The profile should read:

Prof Michael Gleeson FCASES
Michael is Professor of Exercise Biochemistry in the School of Sport, Exercise and Health Sciences at Loughborough University. He is a CASES accredited sport and exercise scientist and is actively involved in research in exercise and immunology.

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Published by the Chartered Association of Sport and Exercise Sciences – www.cases.org.uk"

PDF Download: Download a PDF of this article www.cases.org.uk/CASES-Expert-Statements

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Launch:

The expert statements will be published on the website and within *The Sport and Exercise Scientist* per these guidelines.

The following is needed:

Author(s) photo – a head shot of all authors (attached as a JPEG or GIF and good quality (file size is >200 KB)). Please don't insert the photos into the word document. It is unlikely that 'compressed' photos used on your work websites will be of sufficient quality for print.

Expert Statement Finance Guidelines:

To ensure that your project stays within budget and the workload on the CASES office is kept to a minimum please can you adhere to the following guidelines:

- All claims are submitted on the CASES expenses form from the Author Team members to the Lead Author.
- The Lead Author verifies the claims and emails the claim forms and receipts to jbairstow@cases.org.uk.
- For each expert statement there are two deadlines for claims shown below and CASES will endeavour to pay all claims within two weeks of receipt of the claim.

Deadline 1: Activities from January – 31 March - claim forms to be submitted to the CASES office by **31 March**.

Deadline 2: Activities from 1 April – July - claim forms to be submitted to the CASES office by **31 July**.

Terms and Conditions:

1. In making an application for a financial support, the applicant agrees to abide by each of the terms and conditions contained within this schedule, upon and following any award of financial support.
2. This schedule, together with the requirements set out in the application guidelines and any subsequent support offer letter, constitute the agreement between CASES and the recipient.
3. CASES Expert Statement financial support is to support the time of members of the Author Team with lived experiences of the topic. They are no longer available to support

the bringing together of the development team, as the development work should be undertaken remotely.

4. The remuneration awarded is a small contribution towards the person's time, notionally at a rate aligned to the NIHR for their development contribution.
5. The decision of the Expert Statement Advisory Group is final in all cases.
6. Approval of Expert Statements will not be made in the absence of submissions of sufficient merit.
7. To receive the financial support, recipients shall submit expense claim forms as per the Expert Statement Finance Guidelines. If expenses claim forms are not received within six months of the award letter, recipients will not receive the funding and will be ineligible for funding again.
8. The payment of financial support is subject, at all times, to CASES being satisfied that all these conditions are being complied with. Failure to do so may result in entitlements being rescinded, and payments having to be refunded to CASES.
9. The Expert Statement is an official Association document and will be titled 'The CASES Expert Statement on ....'. The authoring team will each be mentioned by name in the sub-heading as "Produced on behalf of the Chartered Association of Sport and Exercise Sciences by x,y and z. Copyright will remain with CASES but the authors are free to use the statement in their own work with restriction.

CASES Expert Statement Advisory Group

14 October 2025