NAGC White Papers
Template and Guidelines for Development

Overview

In its position as clearinghouse for research-based, high quality resources, NAGC invites the development of White Papers to inform the conversation and the knowledge base about gifted and talented issues.

The purpose of a White Paper is to provide useful information for readers seeking to understand an issue or solve a problem by providing comprehensive background on a topic that is written in narrative form, includes citations and references, and that may inform a decision about NAGC's official position on a topic.

NAGC reserves the right to require revisions from the authors before accepting the White Paper for publication on its website. White Papers may be published on the website for informational purposes or may include a notation that the paper is supported by the organization. In both cases, the publication will include the paper's author(s) or contributors and acknowledge individuals who contributed to the paper.

White Paper Development Process

As the initial step, the context and introduction (described in the template) for the proposed White Papers, along with the list of authors, should be submitted to the NAGC Governance Secretary. With the board's input, and once the Governance Secretary decides to proceed and the paper is completed, the NAGC Publications Committee will be notified that a white paper is in progress and a Publications Committee member will be assigned to coordinate the review process. When the authors have completed a draft of the white paper, the Publications Committee will conduct the review within a reasonable time. The reviewers will be selected by the Publications Committee Review Coordinator with input from the authors, the Governance Secretary, and the national office, and may include outside experts and editors (e.g. national office staff) not on the Publications Committee.

Upon receiving feedback from the Publications Committee, the author(s) have three options:

1) Make the recommended changes and agree to remain authors of the White Papers.
2) Agree to the changes, but request to be associated with the paper as contributors.
3) Agree to the changes, but request not to be associated with the paper as authors or contributors.
4) Withdraw the paper.

After receiving a revision from the authors that addresses the recommended changes, the Publications Committee will submit the revised version to the Board of Directors at an upcoming meeting where the Board will decide to:

- Accept the White Paper for informational purposes for inclusion on the NAGC website with the following notation: The views of this paper are solely those of the authors (or contributors); or
- Agree to support the White Paper which includes inserting specific language of support and the use of NAGC's logo.

White Paper Template

White Papers, similar to brief monographs, focus on sharing information or educating others, and are typically 5-15 pages in length In order that these documents meet their intended goal and are useful to the various NAGC stakeholders, they should be constructed in the following format.

Each White Paper submitted to NAGC should include a title, author and author's affiliation, and six sections. Each section is discussed below:

1. Introduction
2. Discussion
3. Recommendations for Best Practices
4. Conclusion
5. Endnote Page
6. Annotated Additional References

1. Introduction

(a) The introduction should frame the issue in terms of its importance and significance and current context. Discuss briefly why this topic is important for gifted children and for their education. What's the need? Why now? The introduction should also state the primary audiences for readership (e.g., NAGC members, teachers, advocates, researchers inside and/or outside the field, school leaders, the broader education community).
(b) The introduction should conclude with a statement of purpose and premise of the White Paper (e.g., proposing support on an issue, calling for increased attention to a need).

2. Discussion
(a) The discussion should summarize the major issues related to the topic.
(b) Use consecutively numbered endnotes (rather than APA in-text citations) to support statements as needed.
(c) Use subheadings to organize this section for the reader.

3. Recommendations for Best Practices

(a) Provide 3 to 5 recommendations for best practice, which may be within or outside schools, may include other professionals, may recommend statewide or national action, etc.
(b) If possible, discuss each best practice, or group of practices, in a separate paragraph.

4. Conclusion

This should be a summary of the discussion and recommendations, not a restatement of the topic.

5. Endnote Page

(a) Each bibliographic reference should be numbered and correspond to the citations within the text.
(b) References should be in APA style.

6. Annotated Additional References

(a) Include 3 - 8 key books, articles, or resources other than those cited in the text to provide readers with additional reading on the topic.
(b) References should be in APA style.
(c) Provide annotations of 2 to 3 sentences for each resource.

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