# *Archives of Scientific Psychology* Reporting Questionnaire for Manuscripts Describing Primary Data Collections

## JARS: ALL: These questions should be answered for ***all*** submitted manuscripts

| MANUSCRIPT SECTION | Description |
|---|---|
| ***TITLE***<br>The Single-Case Reporting guideline In BEhavioural Interventions (SCRIBE 2015): Explanation and Elaboration | Does the Title identify the variables and theoretical issues under investigation, as well as the relationship between them?<br><br>Yes ☐ No ☒<br><br>If no, please explain:<br>This manuscript, and the companion SCRIBE "Statement" paper (submitted as Supplemental Materials), report on the development and formulation of a reporting guideline. It was conducted and written in the format and tradition of other reporting guidelines, such as the CONSORT Statement. As such, it does not include specific variables or theoretical issues for investigation, although the guideline is crafted |
| ***AUTHOR NOTE***<br><br>For a review of what should be included in the Author Note, see the *Publication Manual of the American Psychological Association*: http://www.apastyle.org/manual/ | Does the Author Note contain acknowledgment of special circumstances, for example:<br><br>• use of data also appearing in previous publications, dissertations, conference papers?<br><br>Yes☐ No☒<br><br>If yes, please explain: |

- sources of funding or other support?

  Yes ☒ No☐

  If yes, please explain:

  Funding was provided by the Lifetime Care and Support Authority of New South Wales, Australia, to (i) employ a project manager, (ii) develop and conduct an on-line survey, and (iii) meet costs (travel, accommodation and meals) for delegates to attend a consensus conference in Sydney, Australia.

- relationships that may be perceived as conflicts of interest?

  Yes☐ No ☒

  If yes, please explain:

| ***SCIENTIFIC ABSTRACT*** | Does the Scientific Abstract describe: |
|---|---|
| Single-case experimental design (SCED) studies in the behavioural sciences literature are not only common, but their proportion has also increased over past decades. Moreover, methodological complexity of SCEDs and sophistication in the techniques used to analyse SCED data has increased apace. Yet recent reviews of the behavioural sciences literature have shown that reporting of SCED research is highly variable and often incomplete. Explicit, precise and transparent reporting is crucial not only for critical evaluation of the study methodology and conclusions, but also to facilitate exact replication of investigations, and ascertain applicability and possible generalizability of results. Accordingly, SCRIBE 2015 (Single-Case Reporting guideline In BEhavioural interventions) was developed by a consensus process by experts in SCED methodology and research in the behavioural sciences, as well as experts in reporting guideline development. This SCRIBE 2015 Explanation and Elaboration document describes a set of 26 items to guide and structure the reporting of SCED research. A rationale and minimum reporting standards which stipulate what needs to be reported are provided for each item. In addition, examples of adequate and clear reporting drawn from the literature are included for each item. It is recommended that SCRIBE 2015 Explanation and Elaboration document is used in conjunction with the complementary SCRIBE 2015 Statement by authors preparing manuscripts for publication and journal reviewers and editors considering manuscripts for publication. | • the problem under investigation?<br>Yes ■ No ☐<br>If no, please explain:<br><br>• participants or subjects, specifying pertinent characteristics; in animal research, including genus and species?<br>Yes ☐ No ■<br>If no, please explain:<br>The participants in this study were world experts in the conduct/methodology of single-case experimental designs and/or reporting guideline development. As such, they were not study participants as normally found in empirical studies. The participants are described in the companion SCRIBE "Statement" paper (submitted as Supplemental Materials). |

- study method, including:
  - sample size?
    Yes ☐ No ☒
  - any apparatus used?
    Yes ☐ No ☐
  - measures?
    Yes ☐ No ☒
  - data-gathering procedures?
    Yes ☐ No ☒
  - research design (e.g., experiment, observational study)?
    Yes ☐ No ☒

If answered "no" for any of the study methods above, please explain:

NOTE: all of these methodological details are covered in the companion SCRIBE "Statement" paper (submitted as Supplemental Materials)

- findings, including effect sizes and confidence intervals and/or statistical significance levels?

  Yes ☒ No ☐

If no, please explain:

Please note that as stated earlier this manuscript is not based on an empirical study investigating relationships among variables or treatment effects. Rather, it reports the results of a consensus process. Accordingly, effect sizes, confidence intervals and statistical significance testing are not relevant to the kind of data generated by this study.

- conclusions and the implications or applications?
  Yes ☒ No ☐

  If no, please explain:

| ***INTRODUCTION***<br><br>For the Introduction please indicate whether the requested information can be found in this section of the manuscript, in a supplemental file, or whether the information is not relevant to the study. If the information is not relevant, please provide a brief explanation. | Does the Introduction:<br><br>• describe the importance of the problem?<br><br>In manuscript ☒ In supplemental files ☐ Not relevant ☐<br><br>If not relevant, please explain:<br><br>• describe theoretical or practical implications of the problem?<br><br>In manuscript ☒ In supplemental files ☐ Not relevant ☐<br><br>If not relevant, please explain: |
|---|---|

- review relevant scholarship in relation to previous work?

  In manuscript ⬓ In supplemental files ☐ Not relevant ☐

  If not relevant, please explain:

- review if other aspects of this study have been reported upon previously and how the current report differs from these earlier reports?

  In manuscript ⬓ In supplemental files ⬓ Not relevant ☐

  If not relevant, please explain:

There is a single previous publication which is relevant to the current work and it is described in the companion SCRIBE "Statement" paper (submitted as Supplemental Materials). That paper, however, did not (a) use the CONSORT methodology for developing reporting guideline or (b) present the information in the CONSORT-type format. There is thus no overlap between this manuscript and the previous report. We believe that this document is the first of its kind in the behavioural sciences.

- describe the specific hypotheses or objectives, such as
    - o theories or other means to derive hypotheses, if hypotheses were offered?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

This manuscript describes its objectives, but it is not a report of a study investigating theoretical issues or empirical relationships for which hypotheses can be formulated.

- o primary hypotheses?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

As noted in the previous comment, this manuscript is not a report of a study investigating theoretical issues or empirical relationships for which primary hypotheses can be formulated.

o secondary hypotheses?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

Similar to the previous comment, this manuscript is not a report of a study investigating theoretical issues or empirical relationships for which secondary hypotheses can be formulated.

o planned exploratory analyses?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

In the same vein as the previous comments in this section, this manuscript is not a report of a study investigating theoretical issues or empirical relationships for which planned exploratory analyses are relevant.

- describe how hypotheses and research design relate to one another?

  In manuscript ☐ In supplemental files ☐ Not relevant ☒

  If not relevant, please explain:

Similar to the previous comment in this section, this manuscript is not a report of a study investigating theoretical issues or empirical relationships in which hypotheses can be formulated. Hence their relationship to the research design is not applicable.

***METHOD***

GENERAL NOTE on

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***Participant or subject characteristics:***

GENERAL NOTE on the methods: This study was orchestrated by "the Sydney executive" of the international Steering Committee, which comprised five of the 13-member Steering Committee who resided in Sydney, Australia. In accordance with the reporting guideline development process recommended by Moher et al. (2010), the "executive" is essentially a

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***Sampling procedures:***

Extensive perusal of the literature on (a) single-case experimental design and (b) reporting guideline was conducted by "the Sydney executive", in consultation with the international Steering Committee, to identify experts for the Delphi exercise and consensus conference.

***For the Method section, please provide the information requested below, regardless of whether it also appears in the rest of the manuscript or in supplemental files.***

- What were the eligibility and exclusion criteria for participants or subjects, including any restrictions based on demographic characteristics?

Eligibility criteria were that the participant had a strong track record of work published in the scientific literature in single-case experimental designs and/or reporting guideline development. There were no restrictions based on demographic characteristics.

- What were the major demographic characteristics of participants or subjects as well as important topic-specific characteristics, or, in the case of animal research, the genus and species?

Demographic characteristics of the participants (both Delphi survey responders and consensus conference delegates) were not collected because they were not pertinent to the study.

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- What procedures were used for selecting participants, including
    - the sampling method

Participants for both the Delphi survey and the consensus conference were selected on the basis of having a strong track record of publications in the relevant fields (i.e., single-case experimental designs and/or reporting guideline development).

- o the percentage of sample approached that participated

  66 %

- o any self-selection, either by individuals or by nomination from others?

There was no self-selection. See response to previous question on procedures to select sample with respect to nomination from others

- What were the settings and locations where data were collected?

(i) the Delphi survey was conducted on-line, conducted from the (then) Rehabilitation Studies Unit (now John Walsh Centre for Rehabilitation Research) at the University of Sydney, Australia.

- Were any agreements and payments made to participants?

No agreements were made with participants. No payments were made to participants, although costs of travel, accommodation and meals were covered for delegates attending the consensus conference

- Were IRB agreements obtained, ethical standards met, and safety monitored?
  Yes ☐ No ■

  If no, please explain:

There were no ethical issues pertinent to the conduct of this study and ethical approval was not required from the IRB

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| ---------- ***Sample size, power and precision:*** | • What was the intended sample size? n = 83<br>• What was the actual sample size? n= 55<br>• How was sample size determined:<br>o power analysis? Yes ☐ No ■<br>o other methods used to determine accuracy of parameter estimates? Yes ☐ No ■<br>If yes, describe:<br>o stopping rules or interim analyses? Yes ■ No ☐<br>If yes, describe:<br>Stopping rules were pertinent to the Delphi survey component of the study. The Delphi exercise conducts a series of rounds which are completed when consensus is achieved. The present study conducted two rounds of the Delphi exercise. Responses to "importance" ratings of items for Round 1 were uniformly high (no rating receiving a group median less than 7/10). Round 2 was conducted to elicit additional comment on the items. Again the ratings were mostly very high, and consensus was thus achieved and no further rounds were necessary.<br>---------- |

***Measures and covariates:***

- Please provide the definitions of all primary and secondary measures and covariates taken in the study, including measures collected but not included in this report

| Measure name: | Definition: |
|---|---|
| Not applicable | |

- What methods were used to collect data?

For the Delphi survey, and on-line survey tool was used (SurveyMonkey®). For the consensus conference, structured discussion of the 44 proposed items occurred in a series of sessions over two days, each session being led by two facilitators. The meeting was audiotaped and later transcribed to ensure accurate recording of the item content and discussion

- Were methods used to enhance the quality of measurements?

  o training and reliability of data collectors?
  Yes ☐ No ☒

  o use of multiple observations?
  Yes ☐ No ☒

- What are the known psychometric and biometric properties of instruments used in the study?

| Measure Name: | Property: | Result: |
|---|---|---|
| Not applicable | | |

| | |
|---|---|
| ---<br>***Research design:***<br>The study used two research designs:<br>(i) a Delphi survey to identify a range of pertinent issues to inform the items to be discussed at a consensus conference<br>(ii) a consensus conference to<br><br>---<br>***Miscellaneous:*** | ---<br>• Were conditions manipulated ☐or naturalistic ⬓?<br>If manipulated, please complete **JARS:EXP** *(see below)*<br>If manipulated, were subjects randomly assigned to conditions?<br>Yes ☐ No ☐<br>If randomly assigned, please complete **JARS: RCT** *(see below)*<br>If not randomly assigned, please complete **JARS:QED** *(see below)*<br>---<br>• Are there any other aspects of the study's methods that are important for the interpretation or replication of its findings?<br>No |

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| ***RESULTS*** | ***For the Results section, please provide the information requested in the questionnaire or provide the page number, table, or supplemental file in which the information can be found.*** |
| | **If your manuscript is accepted for publication, you will need to deposit your data set in an approved data repository. Please see Instructions to Authors for more information: www.apa.org/pubs/journals/arc** |
| ---------- | |
| ***Participant flow:*** | • How did participants move through each stage of the study and how many were lost at each stage, if any (use flow chart, if appropriate—*see Figure 1 below for an example*)? |
| Not applicable | Not applicable |
| Recruitment: Delphi survey: Round 1: responses from 50/71 invited; R | |
| ---------- | ---------- |
| ***Recruitment:*** | • Please provide the dates defining the periods of recruitment and repeated measures or follow-up. |
| Recruitment: Delphi survey: Round 1: responses from 50/71 invited; Round 2: responses from 44/62 invi | Period Recruitment:<br>1. Round 1 of Delphi survey<br>2. Round 2 of Delphi survey<br>3. consensus conference<br><br>Start Date:<br>1. 3 April, 2011<br>2. 13 September, 2011<br>3. 8 December, 2011<br><br>End Date:<br>1. 18 April, 2011<br>2. 7 October, 2011<br>3. 9 December, 2011 |
| Missing Data: | |
| ---------- | ---------- |
| ***Missing data:*** | • Did you experience problems concerning statistical assumptions and/or data distributions that could affect the validity of findings?<br><br>Yes ☐ No☒<br><br>If yes, please describe: |

| | |
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| Missing Data:<br><br>Delphi survey: 28/83 (34%) nonresponders<br><br>Consensus conference: 5/13 (38%) Steering Committee members (including the two special education members) were unable to attend the consensus conference in person. Two replacement delegates, suggested by the two Steering Committee members with expertise in special education, were invited to ensure representation in the field of special education at the consensus conference. | • Missing data<br><br>  • Is missing data a cause of concern in this data set?<br>  Yes☐ No◼<br><br>  • If missing data *was* a cause of concern, is there empirical evidence and/or theoretical arguments for the causes of data that are missing (e.g., missing completely at random (MCAR), missing at random (MAR), or missing not at random (MNAR))?<br><br>Not applicable<br><br>  • If missing data *was* a cause of concern, is there empirical evidence and/or theoretical arguments for the causes of data that are missing (for example, missing completely at random (MCAR), missing at random (MAR), or missing not at random (MNAR))?<br><br>Not applicable |

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|---|---|
| | • If missing data *was* a cause of concern, what methods, if any, were used for addressing missing data?<br>Not applicable |
| ***DISCUSSION***<br><br>Given the nature of this study, as indicated throughout this questionnai<br><br>***----------***<br>***Statistics and data analysis:*** | ***For the Discussion section, please indicate whether the requested information can be found in this section of the manuscript, in a supplemental file, or whether the information is not relevant to the study. If not relevant, please provide a brief explanation.***<br><br>• Did you experience problems concerning statistical assumptions and/or data distributions that could affect the validity of findings?<br><br>Yes☐ No◘<br><br>If yes, please describe:<br><br>• For inferential statistics (NHST), please indicate the a priori Type 1 error rate adopted:<br>Not applicable |

- For each NHST conducted, regardless of whether significant results were obtained and regardless of whether or not reported in the text, please provide a log of the centrality (primary, secondary exploratory) of the analyses to the study's purpose, the analytic technique used, the direction, magnitude, degrees of freedom, and exact p-level associated with each test:

not applicable

- For multivariable analytic systems (e.g., multivariate analyses of variance, regression analyses, structural equation modeling analyses, and hierarchical linear modeling)
  - provide the associated variance-covariance (or correlation) matrix or matrices:

not applicable

  - describe any estimation problems (e.g., failure to converge, bad solution spaces), anomalous data points:

not applicable

  - identify the statistical software program, if specialized procedures were used:

not applicable

- Is there a statement of support or nonsupport for all original hypotheses distinguished by primary and secondary hypotheses?

  In manuscript ☐ In supplemental files ☐ Not relevant ☒

  If not relevant, please explain:

  As noted in the earlier section of this questionnaire, this manuscript is not a report of a study investigating theoretical issues or empirical relationships for which hypotheses can be formulated.

- Are post hoc explanations proposed?

  In manuscript ☐ In supplemental files ☐ Not relevant ☒

  If not relevant, please explain:

  Following on from the above comment, because this manuscript is not a report of a study investigating theoretical issues or empirical relationships for which hypotheses can be formulated, post hoc explanations are not applicable.

- Are the similarities and differences between these results and the work of others discussed?

  In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

As noted earlier in this manuscript, there is a single previous publication which is relevant to the current work and it is described in the companion SCRIBE "Statement" paper (submitted as Supplemental Materials). That paper, however, did not (a) use the CONSORT methodology for developing reporting guideline or (b) present the information in the CONSORT-type format. Because of the differences in construct and

- Are results interpreted taking into account
  - sources of potential bias and other threats to internal validity?

    In manuscript ☐ In supplemental files ☐ Not relevant ☒

    If not relevant, please explain:

    As indicated earlier in this questionnaire, because the methodology described in this manuscript, and the companion SCRIBE "Statement" paper (submitted as Supplemental Materials), does not include specific variables or theoretical issues for investigation, the issues in this section of the questionnaire on bias and threats to internal validity, imprecision of measures, number and overlap among tests

  - imprecision of measures?

    In manuscript ☐ In supplemental files ☐ Not relevant ☒

    If not relevant, please explain:

    See response above to: Sources of potential bias and other threats to internal validity

  - the overall number of tests or overlap among tests?

    In manuscript ☐ In supplemental files ☐ Not relevant ☒

    If not relevant, please explain:

    See response above to: Sources of potential bias and other threats to internal validity

- other limitations or weaknesses of the study?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

See response above to: Sources of potential bias and other threats to internal validity

- Is the generalizability (external validity) of the findings taken into account with regard to
  - the target population?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

If not relevant, please explain:

See response above to: Sources of potential bias and other threats to internal validity

- other contextual issues?

In manuscript ☐ In supplemental files ☐ Not relevant ☒

| | |
|---|---|
| | If not relevant, please explain:<br>See response above to: Sources of potential bias and other threats to internal validity<br><br>• Is there discussion of implications for future research, program, or policy<br>In manuscript ▬ In supplemental files ▬ Not relevant ☐<br><br>If not relevant, please explain: |

## JARS: EXP: These questions should be answered for all studies with an experimental manipulation or intervention (in addition to the JARS: ALL Questionnaire)

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|---|---|
| ***METHODS***<br><br>***Experimental manipulations or interventions:*** | **In the Method section of a study with an experimental manipulation or intervention, please provide the information requested below, regardless of whether it also appears in the manuscript or a supplemental file. If the information requested is irrelevant to the study, briefly explain why.**<br><br>• Please provide the details about the experimental manipulations or interventions intended for each study condition, including control groups and specifically including<br><br>  • the **content of the specific experimental manipulations or interventions**—a summary or paraphrasing of instructions (unless they are unusual or compose the manipulation, in which case they may be presented verbatim):<br><br>  • the **method of manipulation or intervention delivery**—a description of apparatus and materials used and their function in the experiment:<br><br>  *Identify specialized equipment by model and supplier:*<br><br>  • the **deliverers**, that is, who delivered the manipulations or interventions<br><br>  o level of professional training: |

- level of training in specific manipulations or interventions:

- the number of deliverers and, in the case of interventions, the M, SD, and range of number of individuals/units treated by each:

- the **setting**, that is, where the manipulations or interventions occurred:

- the **exposure quantity and duration**, that is, how many sessions, episodes, or events were intended to be delivered and how long they were intended to last:

- the **time span**, that is, how long it took to deliver the intervention or manipulation to each unit:

| | |
|---|---|
| ***----------*** <br> ***Masking:*** | • activities to increase compliance or adherence (e.g. i**ncentives**): <br><br> • the **use of languages** other than English and the translation method: <br><br> **----------** <br><br> • Were participants, those administering the interventions, and those assessing the outcomes unaware of condition assignments? <br> Yes☐ No ☐ <br><br> If no, why not? <br><br> • If masking took place, how was it accomplished, and how was its success evaluated? |

| | |
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| ***Units of delivery and analysis:*** | • Unit of delivery: How were participants grouped during delivery?<br><br>o What was the smallest unit that was analyzed (and, in the case of experiments, that was randomly assigned to conditions) to assess manipulation or intervention effects (e.g., individuals, work groups, classes)?<br><br>• If the unit of analysis differed from the unit of delivery, please describe the analytical method used to account for this (e.g., adjusting the standard error estimates by the design effect or using multilevel analysis): |

| | |
|---|---|
| ***RESULTS*** | ***For the Results section, please indicate below the page number, table, or supplemental file in which the information can be found.*** |
| ---------- <br> ***Participant flow:*** | • What was the total number of groups (if the experimental manipulation or intervention was administered at the group level), and what was the number of participants assigned to each group? |
| ---------- <br> ***Treatment fidelity:*** | ---------- <br> • What evidence is there that the deliverers of treatment adhered to the respective intervention manuals/guidelines? <br><br> • What evidence is there that the treatments were delivered competently? |

| | |
|---|---|
| ***Statistics and data analysis:*** | • Were the analyses intent-to-treat☐, complier average causal effect☐, or other or multiple ways☐?<br><br>Please explain: |
| ***Adverse events and side effects:*** | • Please describe all important adverse events or side effects in each experimental or intervention: |

| ***DISCUSSION*** | ***For the Discussion section, please indicate below the page number, table, or supplemental file in which the information can be found.*** |
|---|---|

- Do results discussed take into account the mechanism by which the manipulation or intervention was intended to work (causal pathways) or alternative mechanisms?

  Yes☐ No☐

  If no, please explain:

- If an intervention is involved, is there discussion of the success of and barriers to implementing the intervention, and the fidelity of implementation?
-

  Yes☐ No☐

  If no, please explain:

- Is there a discussion of the generalizability (external validity) of the findings taking into account
  - the characteristics of the intervention?
  -

    Yes☐ No☐

If no, please explain:

- how and what outcomes were measured?

  Yes☐ No☐

  If no, please explain:

- length of follow-up?

  Yes☐ No☐

If no, please explain:

- incentives?

  Yes☐ No☐

If no, please explain:

o compliance rates?

Yes☐ No☐

If no, please explain:

- Is there discussion of the **clinical or practical significance** of outcomes and the basis for these interpretations?

Yes☐ No☐

If no, please explain:

**JARS: RCT: These questions should be answered for all studies with an experimental manipulation or intervention that employed random assignment to experimental conditions (in addition to JAR:ALL and JARS: EXP)**

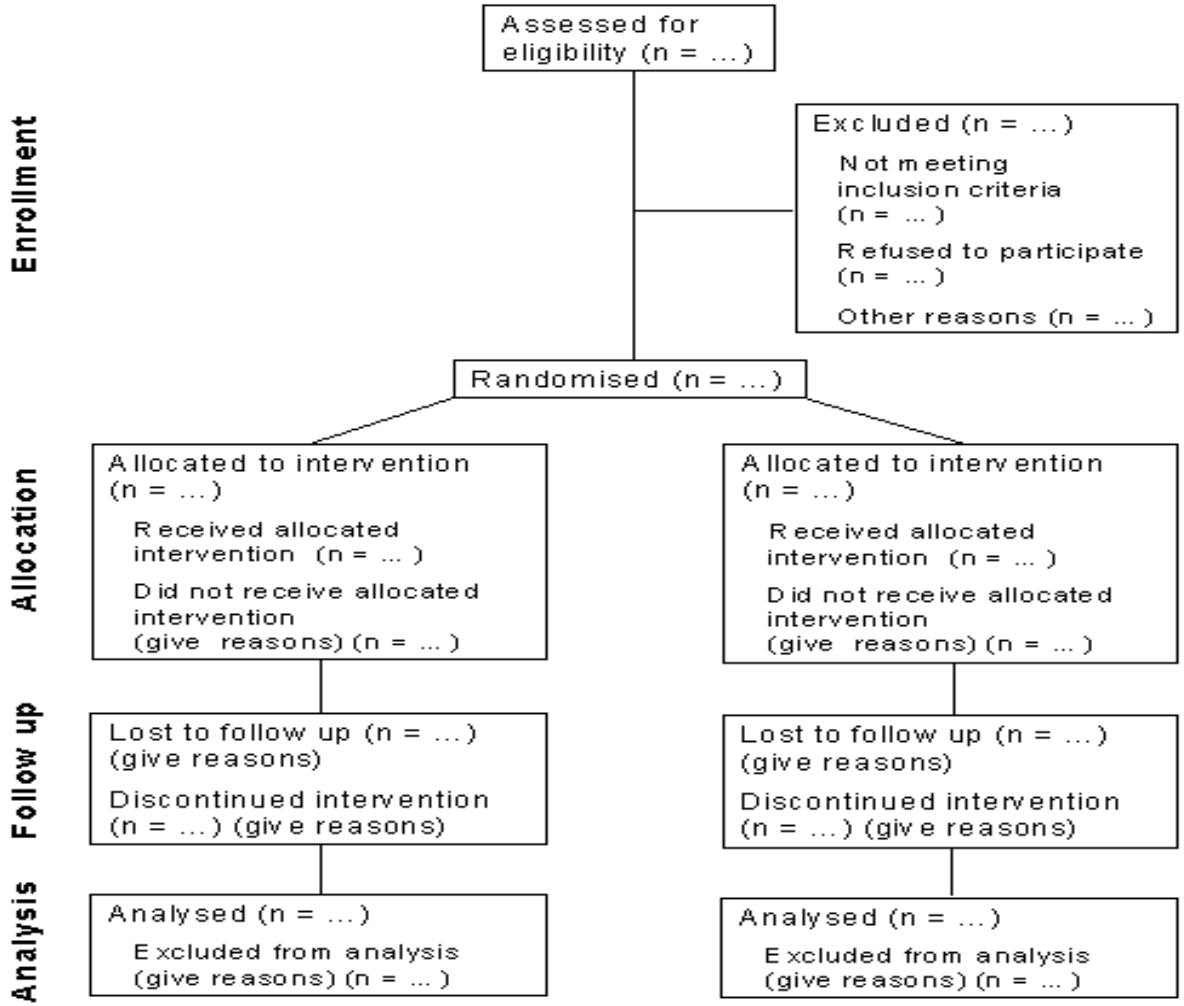
| | |
|---|---|
| ***METHOD*** | ***In the Method section of a study that employed random assignment to experimental conditions, please provide the information requested below, regardless of whether it also appears in the manuscript or a supplemental file. If the information requested is irrelevant to the study, briefly explain why.*** |
| ***----------***<br>***Random assignment – method:*** | • What procedures were used to generate the random assignment sequence (including details of any restrictions—e.g., blocking, stratification)? |
| ***----------***<br>***Random assignment – concealment:*** | ***----------***<br>• Was the sequence concealed until experimental or intervention sequence was assigned?<br>Yes ☐ No☐<br><br>If no, why not? |
| | ***----------*** |

| | |
|---|---|
| ***----------***<br>***Random assignment – implementation:*** | • Who generated the assignment sequence?<br><br>• Who enrolled participants?<br><br>• Who assigned participants to groups? |

**JARS: QED: These questions should be answered for all studies with an experimental manipulation or intervention that did not employ random assignment to experimental conditions (in addition to JARS: All and JARS: EXP).**

| | |
|---|---|
| ***METHOD***<br><br>***Assignment method:*** | • What was the unit of assignment (the unit being assigned to study conditions—e.g., individual, group, community)?<br><br>• What was the method used to assign units to study conditions, including details of any restriction (e.g., blocking, stratification, minimization)?<br><br>• What procedures were employed to help minimize potential bias due to nonrandomization (e.g., matching, propensity score matching)? |

**Figure 1.** Diagram showing the flow of participants through each stage of a randomized trial.



**JARS: MISC: These questions should be answered for all studies not employing an experimental manipulation or intervention (in addition to JARS: All).**

Please provide below as detailed a description as possible of the research design used in the study or studies. This description should be at least as detailed than that expected in all APA journals. There is no restriction on length.

The aim of the present study was to develop a reporting guideline for single-case experimental designs in the tradition of previously published reporting guidelines (e.g., CONSORT Statement for randomised controlled trials, CONSORT Extension for nonpharmacologic treatments, STROBE Statement for observational studies, CARE Statement for clinical case reports, STARD for diagnostic accuracy).

There was no experimental manipulation of variables to examine relationships among variables. There was no intervention being investigated for efficacy. The methodology of the study does not fit either of these types of investigations.

We followed the procedure used in the development of other guidelines, now described in Moher et al. (2010). Briefly, this consists of the following steps:

Step 1: form a steering committee of experts who develop a pool of potential items for the reporting guideline. In the present study a set of 44 items was developed.

Step 2: conduct the Delphi survey with a panel of experts. The Delphi exercise conducts a series of rounds which are completed when consensus is achieved. An on-line survey tool (SurveyMonkey®) was used for the Delphi survey, which was distributed from the University of Sydney, Australia. The present study conducted two rounds of the Delphi exercise with 55 world experts in single-case methodology and/or reporting guideline development.

Step 3: convene the consensus conference. A 2-day consensus conference was held in Sydney Australia, in which structured discussion of the 44 proposed items occurred in a series of sessions over two days, each session being led by two facilitators. One item was rejected, and 17 items were amalgamated and/or rephrased, resulting in a final set of 26 items agreed at the meeting. The consensus conference was audiotaped and later transcribed to ensure accurate recording of the item content and discussion.

Step 4: a smaller executive of the Steering Committee to draft the criteria for each of the items in the reporting guideline and integrate them with the broader literature to develop a detailed “explanation and elaboration” document, along with a briefer