Step-by-Step: The Librarian Clinical Inquiries (CI) Co-Authorship Process

1. Email your author to learn more about the topic and scope of your question.
Your author's input is essential to the search process. If you have difficulty in communicating with your author, email the CI Managing Editor at ci@fpin.org.

2. Begin the search process.
You will be assigned a search due date in agreement with the clinical author's which allows you one month to run your search.

3. Follow the search protocol.
For your FPIN search, you will search resources found in the Search Summary Form. Tier I resources are required, while Tier II resources (and any additional databases) should be searched at your discretion.

4. Apply MEDLINE search filters.
For MEDLINE searching, you must utilize one (or more) of the FPIN Search Filters available on the website. Each search must use an entire search filter for the appropriate inquiry type (Therapy, Diagnosis, Diagnostic Testing, Prognosis), but you may add keywords or portions of additional filters to your search as necessary. For example, a search about disease monitoring may benefit from use of both the Therapy and Diagnostic Testing filters.

5. Record number of results on the summary form.
Record your search results on the Search Summary Form. This form is required and should include both the number of hits and the number of results sent to your author from each database. Article citations and other results should be compiled separately.

6. Sort through the results.
After you have completed your search, you should sort through your results, as necessary. Use your librarian expertise to pick out results that don't seem relevant or are a low quality of evidence. For example: if you find many systematic reviews and RCTs, you do not need to send all of the general review articles in your results. Also consider sorting out articles at different levels of evidence (either in one or several documents). For example: if you put systematic reviews in one document, RCTs in another, Guidelines in another, and so on, you will help your author better sort through the results of your search.

7. Submit your Search Summary Form and results.
If this is your first FPIN search, email your completed summary form to the FPIN Librarian Editor before sending to the author. This "orientation" period gives each

librarian time to learn (and ask questions) about FPIN searching and Clinical Inquiries co-authorship, and to adapt his or her own literature searching style to the more formalized FPIN procedures. Once your search has been finalized, email your search to your physician author team AND to the Clinical Inquiries Project Manager (ci@fpin.org)

8. Refine your search, as necessary.
Your physician author(s) may or may not have feedback for you to refine your search. If you do make significant changes, try to adjust your search summary form to reflect these changes. Send the new document with changes directly to the FPIN Librarian Editor.

9. Wait while the manuscript is written . . .
Your physician author(s) will now work on his or her manuscript. You should hear from your author when he or she is ready for your assistance with editing the reference list and reviewing the manuscript.

10. Review the manuscript and update the search, as necessary.
When the manuscript is ready to go the Editor and/or Peer Review, you will receive an email asking you to review the manuscript and update the search as needed. Because there is sometimes a long delay between the completion of the search and the completion of the manuscript, the librarian should check for any recently-published, relevant articles. Re-run your MEDLINE search strategy, as archived in the Search Summary Form from the date of the original search.

If there are new relevant results, email these to the author for further review. If your original search is closer to a year (or more) old, you may need to completely re-run your search, in MEDLINE and in all other resources in the protocol.

11. Review the manuscript and add your author information. When the manuscript has completed the peer review process, you will receive a final email asking you to look at the manuscript. You should:

- Look over the manuscript and offer any feedback/suggestions for formatting or content that you feel comfortable in making. Ensure that the references are in the correct format and style as seen in PubMed.
- Add your name, degree, affiliation, city and state under that of your physician author(s), following the main body of the text. *This is a very important step; if you do not add your information; your name could inadvertently be left out as co-author in the final publication!*

If at any time you have questions about the CI co-authorship process, or about the search tools available for you to use, please email the FPIN Librarian Editor.