



GEMs

GOOD EVIDENCE MATTERS

GEMs Author Instructions (EMS)

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LOGGING IN

Login Information: www.editorialmanager.com/fpin

Your username and a link to your password will have been sent to you by the FPIN Project Manager. If you do not have it, please click “Send Access Credentials” and enter the required information for your username and password to be emailed to you.

PROPOSING AN ARTICLE

1. After logging in to your account, click on Submit New Manuscript on the Author Main Menu.
2. From the drop down menu, select GEMs as your Article Type. Then, click Proceed



The image shows a web form titled "Select Article Type". Below the title is a dropdown menu with "GEMs" selected and a downward arrow to its right.

3. The system will then guide you through a series of sections that need to be completed.

ATTACH FILES

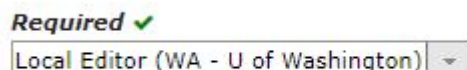
- a. Please upload a PDF copy of the full-text article you intend to write up as a GEM. Under the “Item” dropdown, “Reference” should be chosen. Click **PROCEED**

GENERAL INFORMATION

- b. Select Section/Category: Enter your institution from the dropdown menu.
- c. Keywords: For searching purposes, enter any keywords associated with GEMs summary.
- d. Select Classification: Enter any specialties that you believe should be used in selecting a peer reviewer for your summary. Click **PROCEED**

ADDITIONAL INFORMATION

- e. Select the Local Editor from your program from the drop down menu



The image shows a form field with a green checkmark and the word "Required" above it. The dropdown menu is open, showing "Local Editor (WA - U of Washington)" as the selected option.

- f. Complete the GEMs Proposal form by including the **full title of your article**, the **journal it was published** in, the **full-text citation**, **PMID** number and **study type**. If you are converting your HDA into a GEM, please enter the EMS number associated with your manuscript (if any) and the reason for your conversion. Click **PROCEED**

COMMENTS

- g. These are any comments that you would like to pass along to the project manager or GEMs editor. Click **PROCEED**

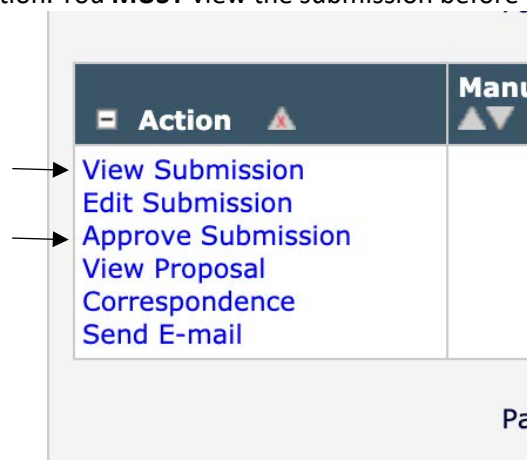
MANUSCRIPT DATA

- h. Enter a proposed title for your GEM summary. This can be catchy and creative based on the study you are summarizing (ie, Paracervical blocks for IUD? Something to consider.)
- i. **Authors:** Enter any co-authors you may have on the manuscript here. NOTE that a maximum of **TWO (2)** co-authors are allowed on a GEMs summary. You can update the authors here at any time during the writing process. The authorship order can be changed by dragging and dropping an Author's summary line to the correct position in the Current Author List. Click **BUILD PDF FOR APPROVAL (This will take a few minutes)**

All 5 sections MUST have a GREEN check mark to proceed. If you have a Red exclamation mark then you need to address something in that section.



- 4. **At this point you still need to review and approve your PDF.** Click on **“View Submission”** to view your PDF compilation. You **MUST** view the submission before you can approve it.



- 5. Once you have viewed your manuscript and the documentation, if you decide to approve your submission click **“Approve Submission”** under **“Action Links”**. You will be asked **“Are you sure you want to approve this submission?”** Click on OK or Cancel.
- 6. If you have to change anything in your submission, click **“Edit Submission”** and the system will return you to the submissions screen. Once your edits are complete on Manuscript Data page you will **BUILD PDF FOR APPROVAL** and then View Submission and Approve Submission to submit your manuscript.
- 7. After you have approved your submission, a confirmation page will appear. You will also receive an email with a submission tracking number (ie, EMS1111).
- 8. Your main menu should show that your submission is being processed after you have successfully submitted your proposal.

New Submissions

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

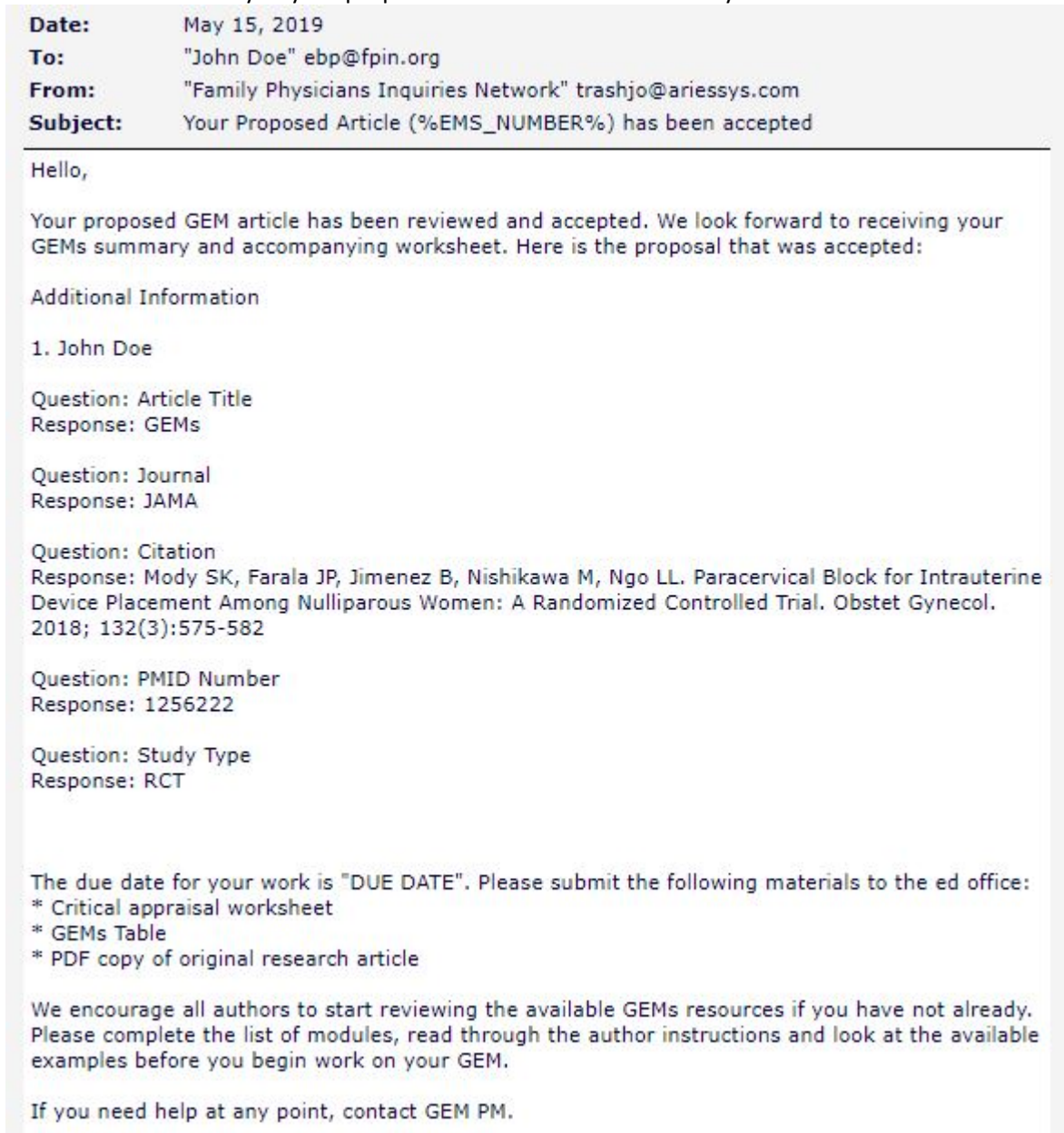
Submissions Waiting for Author's Approval (0)

[Submissions Being Processed \(1\)](#)

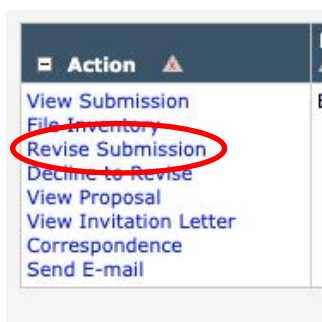
9. Your proposal will be sent to the GEMs team for consideration. A decision will be made within 2 weeks of receiving your proposal.

SUBMITTING GEM SUMMARIES & REVISIONS

1. You will receive an email notification once your GEMs proposal has been accepted. The letter will contain a summary of your proposal and a due date to submit your work.



2. When you log into the EMS again, your proposal will be in the Submissions Needing Revision folder. You will notice that the decision on an accepted proposal is GEMs Accepted. Locate your submission and click **Revise Submission**.



3. Under Attach Files, check the box to include the Reference/article into the revision. Click **PROCEED**

Item	Description	File Name	Size	Last Modified	Include in Revision
Reference	Reference	Reference 1.pdf	22.8 KB	Mar 08, 2019	<input checked="" type="checkbox"/>

4. Then, upload your completed GEMs table and critical appraisal worksheet. Ensure that you select the right Item type from the drop down.

Select Item Type
 GEMs Critical Appraisal Worksheet

Description
 GEMs Critical Appraisal Worksheet

Delivery Method
 Online Web System Offline

5. The system will then guide you through the following Sections:
- **General Information:** make any changes necessary and PROCEED.
 - **Review Preferences:** select your Local Editor from the drop down menu
 - **Additional Information:** complete the **Copyright Transfer Agreement** questionnaire and PROCEED.
 - **Comments:** you can “Enter Comments” to the editor here. PROCEED.
 - **Manuscript Data:** Ensure that your authors are correct. You can add/edit/remove any authors here. **BUILD PDF FOR APPROVAL (This will take a few minutes)**
6. Now you will click on “**View Revision**” to review your PDF, which is similar to the process of submitting a first draft. The only difference this time is that you will click “**Approve Revision**” (instead of Approve Submission)

Your work will be sent to your Local Editor, and subsequently a Deputy Editor for review. All revisions will be sent to you within the EMS and you will receive an email notification for it. Once your work is complete, you will receive another final email notice when your work has been accepted for publication.

Please also review the [GEMs Editorial Expectations](#) document to understand the project’s workflow, timeline and processes.

REJECTED GEMS PROPOSAL

You will receive an email notification if your GEMs proposal is rejected. The letter will contain a summary of your proposal and the reason it was rejected. You are welcome to submit another article for consideration. The submission will live in your account under Submissions with a Decision in the Completed folder

Date: May 15, 2019
To: "John Doe" ebp@fpin.org
From: "Adelina Colbert" trash44@ariessc.com
Subject: Sorry! Your GEMs Article Proposal has been Rejected

Dear author,

Thank you for your interest in the GEMs project. We regret to inform you that your GEMs article proposal has been rejected due to the following reason:

Did not meet article type criteria.

Additional Information

1. John Doe

Question: Article Title
Response: GEMs

Question: Journal
Response: JAMA

Question: Citation
Response: Full-text citation here

Question: PMID Number
Response: 2584642

Question: Study Type
Response: Case series

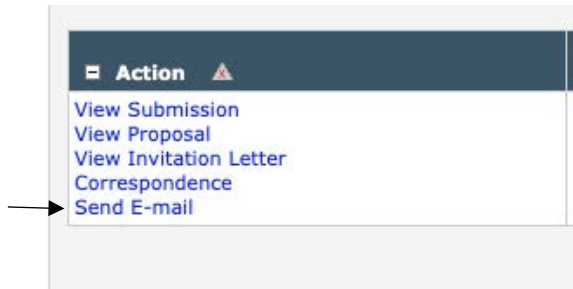
You are welcome to submit a different article for consideration. Please ensure that you have thoroughly reviewed the GEMs Author Instruction and the GEMs Member Resources page before you start the project.

Thank you,
GEMs Editorial Team

SUBMITTING A DUE DATE EXTENSION THROUGH THE EMS

Every author is given a one-time, three-week extension, at any time during the writing process. Follow the steps below to file a due date extension through the EMS. You **MUST** submit your extension **BEFORE** your due date.

1. Log into the EMS using your personal credentials.
2. Locate your manuscript under “New Submissions” or the “Revisions” category.
3. Under “Action Links”, click “Send Email” at the very bottom of the list.



4. Next, select either “First Draft Due Date Extension Request” or “Revision Due Date Extension Request” from the dropdown menu and click “Customize Letter”.

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

First Draft Due Date Extension Request ▼

Cancel Customize Letter

Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

Revision Due Date Extension Request ▼

Cancel Customize Letter

5. Here, you will be able to customize the letter to send to FPIN’s Project Management Editor. Please include the reason for your extension in the body of the email as shown below.

My manuscript for EMS 111 HDA EMS Instructions is currently due on THIS DATE. I will require additional time to complete my manuscript.

REASON: [Enter reason for extension request here]

6. Once you are satisfied with the email, click "Preview and Send".
7. Review your email one last time and click "Send E-Mail" to send your due date extension request.
8. Once your request has been approved, you will receive an email notification from the EMS with your new due date.