



GEMs Editorial Expectations

FPIN has a unique editorial process where we are committed to providing authors with an educational process that teaches the application of evidence-based medicine and promotes scholarship within family medicine. If authors have questions at any point, we encourage them to contact the FPIN staff to foster the most meaningful educational and publication experience possible.

1. **GEMs Formatting Check.** This is completed by an FPIN staff editor to ensure the table has been properly formatted and information is complete before the Deputy Editor review. Authors are encouraged to use the Formatting Checklist before finalizing the work. Tables that do not meet all the criteria listed on the checklist will be returned for rework.
(Deadline: A formatting check will be completed within 5 days of table submission. Authors will have ONE week to turn in requested corrections.)
2. **Local Editor review.** This is completed by the Local Editor at your program. This review ensures that your work includes all required items outlined on the [GEMs LE Checklist](#). Resident authors are expected to work closely with their Faculty Mentors or the Local Editor in order to submit work that meets the expected standard. We expect authors and their mentors to meet in-person to discuss and go over revisions to their work.
(Deadlines: Local Editors MUST submit a final manuscript to the Deputy Editor within 60 days of the topic approval)
3. **GEMs Deputy Editor Review.** Every GEM table will be reviewed by a Deputy Editor (DE). DEs will work directly with the program's Local Editor to ensure studies have been appraised accurately. DEs will provide feedback and teaching points using the Track Changes feature of Microsoft Word. Local Editors are expected to share any relevant editorial comments with their authors and should adhere to all given by the DE.
(Deadlines: Deputy Editors have 2 weeks to review & return edits to the LE, and LE must return revisions back to the DE within 2 weeks)
4. **Production.** GEMs summaries will be published in a weekly newsletter that is disseminated to more than 5,000 physicians within the FPIN network. Authors should review the final GEM one last time to ensure critical changes (ie, author list, program name, etc.) are made before it is published. Some GEMs will be selected for publication in FPIN's journal, Evidence-Based Practice. Those summaries will undergo a more rigorous peer review process and review by the journal editor-in-chief.