

Author Instructions – FPIN Editorial Manager

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.

1. When you have requested a question from the list or written your own, you will receive an invitation to submit your manuscript. You will have **10 days** to accept the invitation. After the 10 days is up, the question will be returned to the FPIN pool of questions.
2. You will be able to accept this invitation by logging into the system. Enter your credentials in the required fields as shown below. **Remember to click “Author Login” when logging in.**



Please Enter the Following

Username:

Password:



[Send Username/Password](#) [Register Now](#) [Login Help](#)

You can enter custom instructions in this space. It's also a good spot to insert links to any forms, regulations, or other information users might want to access.

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3. Once logged in, select “My New Invitations” as shown below.

Author Main Menu

Invited Submissions

[My New Invitations \(1\)](#)

4. Mouse over “Action Link” (left hand side), and click “Agree to Submit” as shown below.

Action	Manuscript Number	Article Type	Article Title
Action Links	EM		
	View Invitation Letter		
	Similar Articles in MEDLINE		
	Agree to Submit		
	Decline to Submit		
	Send E-mail		

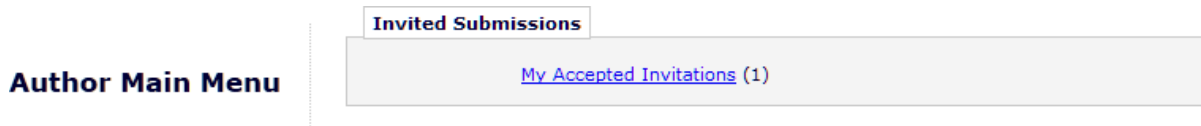
5. You should see the following link:

Thank you for agreeing to the invitation for Manuscript Number EMS67.

The manuscript is now in your [My Accepted Invitations](#) folder.

6. Once you have accepted the invitation, your manuscript is ready to be researched and written. Remember you have **45 days** from the day you accepted the invitation to submit a first draft of your manuscript.

7. When you are ready to submit your manuscript, log back into the editorial management system and click on “My Accepted Invitations” as shown below.



8. Click on “Submit Invited Manuscript” under “Action Links”.
 *NOTE: The manuscript submission process will take approximately 5 to 10 minutes to complete.



9. The system will then guide you through the following 5 Sections:

ATTACH FILES

- a. Your cover page, manuscript and methods documents need to be uploaded as separate **word documents**. Under the item dropdown choose cover page, manuscript and methods. Each full text reference should be attached individually as a pdf document. The dropdown should list reference. Your files should be listed: 1. Cover page, 2. Manuscript, 3. Methods, 4. References listed in order of appearance in manuscript. **PROCEED**

GENERAL INFORMATION

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

ADDITIONAL INFORMATION

- e. You **MUST** answer all of the question in additional information which is your author checklist AND your author disclosure. All fields require an answer. **PROCEED**

COMMENTS

- f. These are any comments that you would like to pass along to the project management editor or deputy editor. **PROCEED**

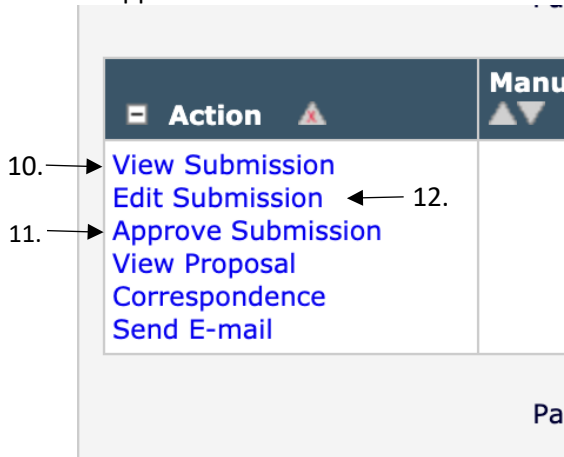
MANUSCRIPT DATA

- g. Enter the full title of your HDA question verbatim and short title is an abbreviated title of your manuscript, used in the journal’s table of contents. If you need to change your question contact hda@fpin.org for approval.
 h. **Authors:** Enter any co-authors you may have on the manuscript here. 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. **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.**

At this point you still need to view and approve your PDF.

10. Click on **“View Submission”** to view your PDF compilation. You **MUST** view the submission before you can approve it.



11. 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.
12. If you have to add or remove files from 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 complete step 10 (View Submission) and 11 (Approve Submission) to submit your manuscript.
13. After you have approved your submission, you will receive the following screen:

Author's Decision

Thank you for approving "This is the title of my test HDA Manuscript."

You will also receive an email stating **“Your submission entitled "Your HDA Question" has been assigned the following manuscript tracking number: EMS1111. This will be your permanent EMS# throughout the editorial process.**

14. Your main menu should show that your submission is being processed after you have successfully submitted your manuscript.

New Submissions

Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (1)

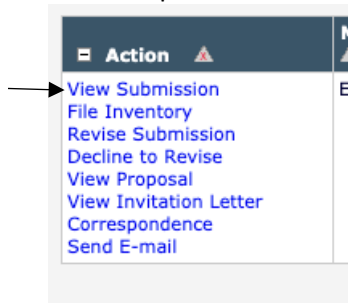
- Your manuscript will be reviewed by the Managing Editor Team (MET) within three weeks of submission. The MET Review Checklist is used to ensure that the minimum HDA quality standards have been met. If you fail the MET review your manuscript will be returned to you with the checklist detailing the items that need to be addressed before you resubmit your manuscript. You will only have **ONE** opportunity to revise and resubmit your draft within 3 weeks.
- Once you have passed the MET review, your manuscript will move to peer review followed by the editorial review process. You will receive both the peer reviewer's and editor's comments for revisions once your manuscript is assigned to an editor.

REVISING YOUR MANUSCRIPT

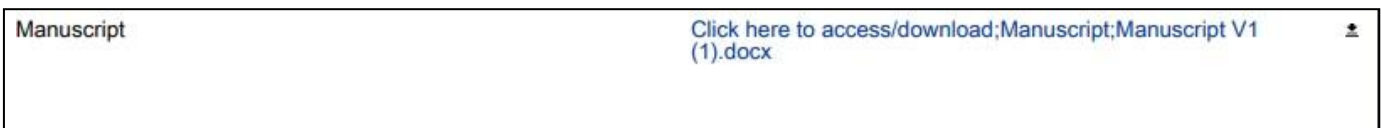
When you receive an email notification asking you to revise your manuscript, log into the editorial management system again and click on "Submissions Needing Revision" as shown below.

[Submissions Needing Revision \(1\)](#)
[Revisions Sent Back to Author \(0\)](#)

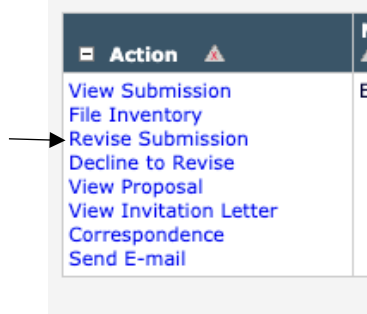
- Click on "View Submission" from the "Action Links" button. This will allow you to download the edited manuscript.



- Open your PDF. The first page is a summary of your metadata.
- At the top right-hand corner of the first page of your manuscript is a blue word document link. Click this link to download the manuscript in MS Word format.



- Using "Track Changes" revise and respond to your editor comments within the manuscript. Save the edited manuscript and please remember to **rename** the file by updating the date at the end of the file name with the most current date and add your initials at the end. Example: "EMS 123 Vitamins for Sleep DE **010119 AB**".
- When you are ready to send your manuscript back to the editor, log into the system and click on "Submissions Needing Revision" then "Revise Submission" under "Action Links".



6. The system will then guide you through the following 5 Sections:

Attach Files: Please include all previous documents by checking all boxes listed under “Include in Revision” and PROCEED. Upload your new manuscript and any additional references, list the order by numbering them in the order box and click on Update File Order. Make sure you choose “Manuscript” or “Reference” under the Item dropdown menu. PROCEED.

General Information: make any changes necessary and PROCEED.

Additional Information: make any changes necessary and PROCEED.

Comments: you can “Enter Comments” to the editor here and any responses for the peer reviewer should go under “Respond to Reviewers”. PROCEED.

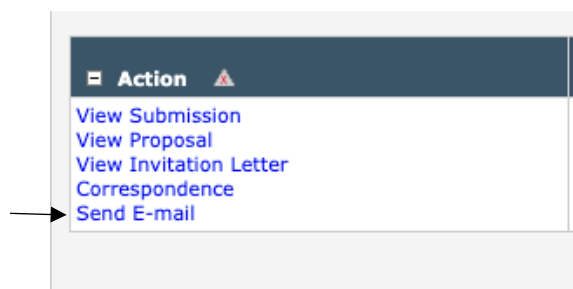
Manuscript Data: Ensure that your authors are correct each time you upload a manuscript. You can add/edit/remove any authors here. **BUILD PDF FOR APPROVAL (This will take a few minutes)**

7. 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)
8. You and the Deputy Editor will repeat the process and revise your manuscript until the Deputy Editor is satisfied, at which time he/she will move the manuscript to the HelpDesk Answers Editor-in-Chief. You will be notified when a new editor is assigned.
9. If there are any revisions requested from the HDA Editor-in-Chief, you will receive them in the same way you have from the Deputy Editor.
10. Your manuscript will also be reviewed by the *Evidence-Based Practice* Editor-in-Chief. You will also receive email notification from the EMS if there are any revisions requested from the journal editor.
11. Finally, you will receive an email when the journal editor has accepted your manuscript for publication!

Submitting a due date extension through FPIN’s Editorial Management System (EMS)

Every author is given a one-time, three-week extension, at any time during the writing process. Follow the steps below to file an HDA 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.



- 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

- 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]

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