

## Author Instructions – FPIN Editorial Manager

Login Information: [www.editorialmanager.com/fpin](http://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:	<input type="text" value="johndoe"/>
Password:	<input type="password" value="....."/>

**Author Login** **Reviewer Login** **Editor Login** **Publisher Login**

[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	EMS67		

→ Agree to Submit

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.

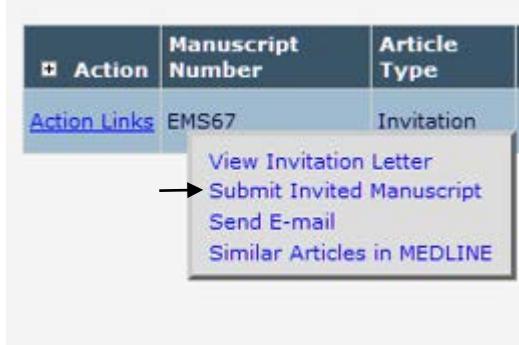
7. When you are ready to submit your manuscript, log back into the editorial management system and click on "My Accepted Invitations" as shown below.



The screenshot shows a software interface titled 'Invited Submissions'. On the left, there is a vertical menu with the title 'Author Main Menu'. On the right, there is a list titled 'My Accepted Invitations (1)'. The list contains one item: 'EMS67' (Action Links) with 'Invitation' (Article Type).

8. Click on "Submit Invited Manuscript" under "Action Links".

\*NOTE: The manuscript submission process will take approximately 5 to 10 minutes to complete.



The screenshot shows a dropdown menu for manuscript 'EMS67'. The menu items are: 'View Invitation Letter', 'Submit Invited Manuscript' (which is highlighted with a blue arrow), 'Send E-mail', and 'Similar Articles in MEDLINE'.

9. Enter your HDA question in the title form and short title, then click next.

\*NOTE: The full title is your HDA question verbatim and short title is an abbreviated title of your manuscript, used in the journal's table of contents.

10. The system will then guide you through the following:

- a. Enter Authors: Enter any co-authors you may have on the manuscript, the authorship order can be changed at any time.
- b. Select Section/Category: Enter your institution from the drop down 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.
- e. Additional Information: You **MUST** answer all of the question in additional information which is your author checklist. Submitted manuscripts failing to meet any of these requirements will be sent back to you to revise.
- f. Enter Comments: These are any comments that you would like to pass along to the project management editor or deputy editor.
- g. Attach Files: Please attach your manuscript, all full text original references **AND** your author disclosure form. Each individual full text reference should be attached individually and categorized as a "Reference" under the "Item" dropdown.

**\*Note: The author disclosure form can be found at the FPIN website by clicking [HERE](#).**

11. Review the documents, upload any that you may have missed and click next.

12. Click "Build PDF for my Approval" once information in the table shown below is accurate.

## Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with \*. You can change the order by re-numbering the files.

	Online		Online	
*Manuscript	1		*Reference	2
Table	0		*Author Disclosure	1

[Previous](#)

[Build PDF for my Approval](#)

13. At this point you still need to review and approve your PDF. From the screen below, click on “Submissions Waiting for Author’s Approval”.

**PLEASE NOTE: Your submission has not yet been sent to the editorial office.**

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author’s Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author’s Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author’s Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

**Please do not click the Back button**

[Submissions Waiting for Author’s Approval](#)

[Back to Main Menu](#)

\*At this point you will receive an email asking you to do steps 14–16. You do not need to wait for the email to complete the following steps.

14. It may take a few moments for your PDF to build. Once it has, “Action Links” will appear as below.
15. Click on “View Submission” to view your PDF compilation. You **MUST** view the submission before you can approve it.



16. Once you have viewed your manuscript and the documentation, click "Approve Submission" under "Action Links" if you decide to approve your submission. If you have to add or remove files from your submission, click "Edit Submission" and the system will return you to the submissions screen to perform steps 8–11 again.
17. The system will prompt you to confirm your approval before moving on to the next screen. 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."

18. You will receive an email indicating your Question Number, this will be your number for the rest of the process.

Your submission entitled "This is the title of my test HDA Manuscript." has been assigned the following manuscript number: EMS68.

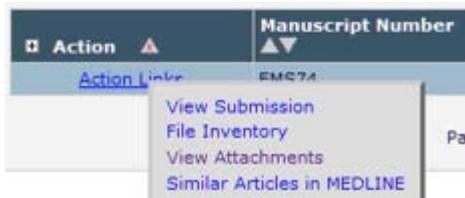
19. Your main menu should show that your submission is being processed after you have successfully submitted your manuscript.



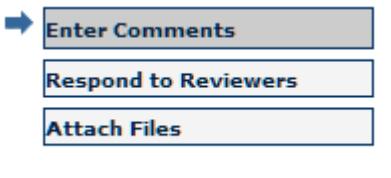
20. Your manuscript will go through a technical check by the project management editor which should take approximately 2 business days. If your manuscript fails the technical check, the project management editor will return the manuscript back to you for revision.
21. Once the technical check is complete, your manuscript will move to peer review followed by the editorial review process. This will take approximately 4 months. You will then receive both the peer reviewer's and editor's comments for revisions.
22. 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 \(0\)](#)

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



24. Save the edited manuscript, revise and respond to your editor comments (within the manuscript). 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 **052715 AC**".
25. 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".
26. Follow the steps, clicking next after each one. Ensure that your authors are correct each time you upload a manuscript. Add more or remove any if necessary.
27. Comments to the editor should go under "Enter Comments" and any responses for the peer reviewer should go under "Respond to Reviewers".



28. When you get to attach files, you will first see a screen that will allow you to include previous manuscript versions and references. Please include all previous documents by checking all boxes listed under "Include in Revision".
29. Once you click "Next", you must upload your new manuscript.
30. Make sure "Manuscript" is selected from the drop down menu and click "Choose Files".
31. Select your revised manuscript from your folder to upload.
32. Upload any additional reference PDFs if you have used more in your revision. Click "Next".
33. 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).
34. 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.
35. 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.
36. 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.
37. Finally, you will receive an email when the journal editor has accepted your manuscript for publication!

## Submitting a deadline extension through FPIN's Editorial Management System (EMS)

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

If you are submitting a deadline extension request **BEFORE** your due date and prior to submitting your first draft, follow the steps below.

1. Log into the EMS using your personal credentials.
2. Locate your manuscript either under the "New Submissions" or the "Revisions" category.

3. Under “Action Links”, click “Send Email” at the very bottom of the list.



4. Next, select “Author Requests Deadline Extension” from the drop down menu and click “Customize Letter”.



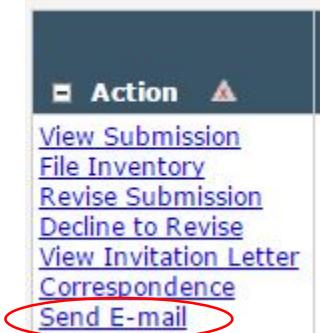
5. Here, you will be able to customize the letter to send to FPIN’s Project Management Editor. Please include the reason for your extension in the body of the email as shown below.

I will require additional time to prepare my manuscript for the following reason(s):  
[PLEASE PROVIDE A REASON FOR YOUR EXTENSION HERE] ←

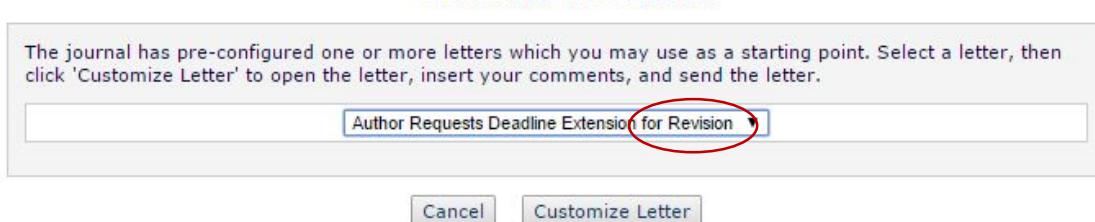
6. Once you are satisfied with the email, click “Preview and Send”.
7. Review your email one last time and click “Send E-Mail” to send your deadline extension request.
8. Once your request has been approved, you will receive an email notification from the EMS with your new due date.

If you are submitting a deadline extension request **while** you have a draft in process, follow the steps below.

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



4. Next, select “Author Requests Deadline Extension for Revision” from the drop down menu and click “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.  
I will require additional time to prepare my manuscript for the following reason(s):  
[PLEASE PROVIDE A REASON FOR YOUR EXTENSION 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 deadline extension request.
8. Once your request has been approved, you will receive an email notification from the EMS with your new due date.