

***In order to be accepted into the publication process, all HDAs must meet minimum standards.***

***Unfortunately, this manuscript did not pass the initial review.***

***This is part of FPIN’s Reject & Resubmit Once policy. Authors will only have one opportunity to submit their revisions for these specific issues to the editorial office for a second review. Authors will have three (3) weeks to revise their manuscript. If you need additional time, please see FPIN’s*** [***Due Date Extension Policy.***](https://fpin.memberclicks.net/due-date-extension-policy)

**EMS Number:**

**Question: \_**

**Your Scores Min. Score for Rejection Format: 1 or more**

**Evidence Summary Total: Paragraph 1: \_ Paragraph 2: \_ Paragraph 3: \_ Paragraph 4: \_ Paragraph 5: \_**

**5 or more**

**Table: \_ 2 or more**

**Managing Editor Editorial Review – Checklist**

**Red superscript numbers refer to page numbers in the** [**HDA Author Handbook**](https://fpin.memberclicks.net/assets/HDAMemberResources/WritingHDAs/HDA%20Author%20Handbook%20102819.pdf) **providing further information**

**Section 1: Format**

**Manuscript will be rejected for any one infraction on this page**

**Score:**

* Manuscript does NOT meet technical standards:

 Author names in manuscript do not match names in EMS (Note: The Corresponding Author in the EMS is required to contribute to the writing of the manuscript. Local Editors who want to evaluate their program’s manuscripts within the EMS can apply for editing privileges in Feb 2019)

 Question in manuscript does not match the initial invitation or is absent from the document

 Manuscript not submitted as Word document page 5

 Word count (Evidence-Based Answer and Evidence Summary) is more than 900 words

* Reference section:

 Reference does not contain evidence pertinent to the question

 Reference appears to be a narrative/literature review (not a systematic review)

 Has only 1 reference or more than 5 references [page5](https://fpin.memberclicks.net/assets/HDAMemberResources/WritingHDAs/HDA%20Author%20Handbook%20102819.pdf)

 References not numbered in order of appearance page5

 Has no STEP level indicators [page 13](https://fpin.memberclicks.net/assets/HDAMemberResources/WritingHDAs/HDA%20Author%20Handbook%20102819.pdf)

 Included as ‘End Notes’ page13

* Evidence Summary:

 More than one reference summarized in each paragraph (written in narrative review format) page 3

 Citation numbers not listed page8

* Evidence Based Answer:

 No EBA

 EBA does not directly answer the question page 6

 No SOR indicators page 6

 Brief explanatory phrases missing from SOR indicators page 6

**COMMENTS:**

**Section 2: Evidence Summary** [**pages 7-6**](https://fpin.memberclicks.net/assets/HDAMemberResources/WritingHDAs/HDA%20Author%20Handbook%20102819.pdf) **|** [**FPIN Institute Module**](https://fpin.memberclicks.net/synthesizing-the-evidence?servId=8681)

# Manuscript will be rejected for any five (5) infractions in this section

**Paragraph 1**

## Score:

* Paragraph summarizing a single study lacks:

 research question/topic of the study

 study design (RCT, cohort, etc.)

 number of patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

 description of intervention and comparator (treatment protocol, dose, route, frequency, duration, etc.)

 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a systematic review or meta-analysis lacks:

 research question/topic of the study

 design of included studies (RCT, cohort, etc.)

 total number of included studies

 total number of included patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

 description of interventions and comparators (treatment protocol, dose, route, frequency, duration, etc.)

 Numerical results with (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a diagnostic study (or meta-analysis of the same) lacks:

 description of testing protocol

 description of reference standard

 prevalence of the disease/condition

 numerical results (sensitivity, specificity, likelihood ratios, etc.)

* Paragraph summarizing a practice guideline lacks:

 developing organization

 development process (consensus or evidence-based)

 SOR or level/grade of evidence indicators

**COMMENTS:**

# Paragraph 2

## Score:

* Paragraph summarizing a single study lacks:

 research question/topic of the study

 study design (RCT, cohort, etc.)

 number of patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

 description of intervention and comparator (treatment protocol, dose, route, frequency, duration, etc.)

 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a systematic review or meta-analysis lacks:

 research question/topic of the study

 design of included studies (RCT, cohort, etc.)

 total number of included studies

 total number of included patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

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If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

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 numerical results (sensitivity, specificity, likelihood ratios, etc.)

* Paragraph summarizing a practice guideline lacks:

 developing organization

 development process (consensus or evidence-based)

 SOR or level/grade of evidence indicators

**COMMENTS:**

# Paragraph 3, if applicable

## Score:

* Paragraph summarizing a single study lacks:

 research question/topic of the study

 study design (RCT, cohort, etc.)

 number of patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

 description of intervention and comparator (treatment protocol, dose, route, frequency, duration, etc.)

 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a systematic review or meta-analysis lacks:

 research question/topic of the study

 design of included studies (RCT, cohort, etc.)

 total number of included studies

 total number of included patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

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 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a diagnostic study (or meta-analysis of the same) lacks:

 description of testing protocol

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* Paragraph summarizing a practice guideline lacks:

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 development process (consensus or evidence-based)

 SOR or level/grade of evidence indicators

**COMMENTS:**

# Paragraph 4, if applicable

## Score:

* Paragraph summarizing a single study lacks:

 research question/topic of the study

 study design (RCT, cohort, etc.)

 number of patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

 description of intervention and comparator (treatment protocol, dose, route, frequency, duration, etc.)

 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a systematic review or meta-analysis lacks:

 research question/topic of the study

 design of included studies (RCT, cohort, etc.)

 total number of included studies

 total number of included patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

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 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

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 prevalence of the disease/condition

 numerical results (sensitivity, specificity, likelihood ratios, etc.)

* Paragraph summarizing a practice guideline lacks:

 developing organization

 development process (consensus or evidence-based)

 SOR or level/grade of evidence indicators

**COMMENTS:**

# Paragraph 5, if applicable

## Score:

* Paragraph summarizing a single study lacks:

 research question/topic of the study

 study design (RCT, cohort, etc.)

 number of patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

 description of intervention and comparator (treatment protocol, dose, route, frequency, duration, etc.)

 Numerical results (95% CI, P value, etc.)

If outcomes are measured via outcome scales or scoring systems, the manuscript lacks:

 description of what is measured

 range of possible scores and indication of which end of range equals improvement

* Paragraph summarizing a systematic review or meta-analysis lacks:

 research question/topic of the study

 design of included studies (RCT, cohort, etc.)

 total number of included studies

 total number of included patients

 patient demographics and/or description of included patients (diagnostic criteria, disease severity, etc.)

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**COMMENTS:**

**Section 3: Tables** [**page 13**](https://fpin.memberclicks.net/assets/HDAMemberResources/WritingHDAs/HDA%20Author%20Handbook%20102819.pdf)

# Manuscript will be rejected for two (2) or more infractions in this section

## Score:

* Any tables lack: 10

 stand-alone title

 reference citation numbers

 minimal number clutter in cells (only 1 or 2 numbers in each cell)

**COMMENTS:**