



Clinical Inquiries Corresponding Author Role Description FPIN Policy Document

Primary Objectives:

- All Clinical Inquiries will have a Corresponding Author who will serve as the responsible author.
- FPIN recognizes FPIN authors by a designation of “CI Corresponding Author” status.
- CI Corresponding Authors will have exclusive permission to write peer reviewed and MEDLINE indexed publications through the Clinical Inquiries series. Clinical Inquiries appear in *The Journal of Family Practice* and *American Family Physician*.
- Corresponding authors may also choose to mentor and coach other FPIN authors who wish to publish in the Clinical Inquiries series. These other authors may be less experienced, or they may be experienced authors who are not familiar with the Clinical Inquiries’ style, methods, and process.

Qualifications:

The Corresponding Author will:

- Possess expert level skills in searching the medical literature
- Possess expert level critical appraisal skills, including an intermediate level knowledge of clinically relevant medical statistics.
- Possess expert level medical writing skills
- Be detail oriented and follow instructions appropriately
- Have a track record of completing work by negotiated deadlines or by appropriate renegotiation of deadlines.
- Be able to consistently communicate with others in a timely, constructive manner
- Be able to accept constructive feedback from editorial leadership and FPIN staff
- Use word processing and editorial management software required for the project
- Understand the peer review process
- Understand that peer reviewers may have conflicting opinions and that the role of the responsible author is to reconcile such conflicts with guidance from the editor as needed
- Act in a professional manner at all times

Expectations:

The Corresponding Author will:

- Be considered the “responsible (and corresponding) author”.
- Be responsible for meeting all deadlines agreed upon by the editorial leadership and project manager.
- Follow author instructions, conforming to journal standards and FPIN style requirements

- Engage in all aspects of developing, writing, and revising manuscripts and will be acknowledged as an author. The Corresponding Author will NOT be considered a “consultant,” “editor,” or “peer reviewer” on the manuscript for which they are responsible (although they may play any of these roles on other manuscripts)
- Be responsible for the quality of the manuscript submitted for review at each stage of the editorial process, including responses to peer-review, editorial feedback, and final submission to a journal.
- Serve as primary contact with the CI project manager.
- Consistently communicate with co-authors, editors, librarians and FPIN staff in a timely, constructive manner
- Ensure all stylistic and formatting components conform with FPIN guidelines and will revise the manuscript until it meets editorial/journal expectations required for submission.
- Personally conduct critical appraisal of the relevant studies, systematic reviews, guidelines, and other publications. He/She will ensure that the authoring team correctly identifies the STEP (previously known as the “Level of Evidence”) using the Centre for Evidence Based Medicine criteria, and The Strength of Recommendation using the SORT system.
- Oversee a rigorous, standardized search of the literature independently or with a medical librarian in accordance with current CI search strategy protocols. An FPIN librarian consultant will do a quality review of all FPIN searches before they are published.
- Provide a cell phone and back up phone number, where he/she can be reached by the project manager. FPIN also requires a back-up number for the other authors.
- Complete and submit the manuscript to a journal even if a co-author or the co-authors are no longer willing or able to complete the project.
- May choose to be responsible for teaching/mentoring/guiding co-authors for publishing Clinical Inquiries

The Corresponding Author may delegate any or all of these tasks to co-authors as long as she/he continues to assume responsibility for timely completion in accordance with the expectations above.