

# Submitting your manuscript and the Editorial process

## Before Submitting your First Draft

1. Write your CI as a Microsoft Word document.
2. Use an 11- or 12-point font and put the headings in bold.
3. Check the word count. The total word count of 750 words, including the references, is a desirable goal. However, additional words may be allowed if the subject requires it. The key is very concise and tight writing.
4. Send your draft to your librarian co-author (with a copy to [CI@fpin.org](mailto:CI@fpin.org)). Ask the librarian to:
  - Read the manuscript
  - Verify the AMA format of the references
  - Check that the references throughout the CI are in order. Ex: 1, 2, 3 not 1, 3, 2, 4
  - Check that the number of references listed in the CI matches the number in the reference list
  - Verify their name, degree, and affiliation are correct

## Turning in your First Draft and References to the project manager

- Please save your manuscript using the following filename structure: FPIN ID# Short CI Title V1 Date.doc (docx format is also acceptable). Example: **CI 59915 Hypertension V1 091411.doc**
- **Email manuscript, along with the search results and full-text copies of your references to [CI@fpin.org](mailto:CI@fpin.org).** The project manager will review your draft first, and either offer suggestions for improvement or approve for editor and peer review.
- The project manager and editors will use e-mail to communicate with you.
- Please copy [CI@fpin.org](mailto:CI@fpin.org) on ALL of your emails regarding your CI.

## Editorial Review

1. After the project manager approves your first draft, it will go to peer review, expect to hear from the project manager in 4-6 weeks.
2. You will receive the peer reviewer's comments along with your Deputy Editor's review in one email from the PM. The editor will make comments on your draft using Microsoft Word's "Track Changes" feature. For questions on how to use Track Changes please search the term "track change" in your version of Word's help section.
3. You and your editor may go back and forth with revisions until the draft is ready for final author team approval.
4. Once the author team and deputy editor have approved your manuscript the PM will send out your manuscript for "Final Author Team Approval". The request will be:
  1. Review and approve the attached final manuscript
  2. Ensure your institution is listed correctly and as required by your institution
  3. Check Author names, and order, including the librarian
  4. Confirm that all references listed have been used and are cited in the attached manuscript.
5. The PM will submit to either *The Journal of Family Practice* or *American Family Physician*!!

**CONGRATS!!**

**Extending a Deadline**

If you need more time for any reason and believe that you will be unable to meet any deadline during question approval or the writing process, you **MUST** submit an extension request by emailing [ci@fpin.org](mailto:ci@fpin.org). All author teams are allowed one four-week extension at any point in their writing process, no questions asked, but only if the extension request has been emailed to the project manager. Only in extenuating circumstances will an additional extension be negotiated and approved by the CI Editor-in-Chief.