

FPIN Corresponding Author Policy

As of Dec. 1, 2014

FPIN is thrilled to announce the launch of an editorial management system, coming in early 2015. This system requires that there is one author managing each manuscript. FPIN has developed this Corresponding Author Policy, which requires that a faculty serve as "Corresponding Author" to take responsibility for the manuscript from the beginning sign up process through the various stages of writing in the editorial management system. Residents may still serve as the first author on the manuscript.

FPIN Corresponding Authors for all projects will:

- Be considered the responsible author.
- Be responsible for signing-up for the question or topic on the FPIN website.
- Be the only one with permissions to manage the author team's correspondence and submissions in FPIN's editorial management system.
- Be informed of and adhere to FPIN's plagiarism policy.
- Be a faculty and will not be a resident.
- Be responsible for meeting all deadlines.
- Follow author instructions, conforming to journal standards and FPIN style requirements.
- Engage in all aspects of developing, writing, and revising manuscripts.
- May choose to be responsible for teaching/mentoring/guiding other co-authors on the manuscript.
- Have the privilege to choose the author order.
- 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 FPIN project manager.
- Be responsible for relaying all communications to co-authors.
- Ensure all stylistic and formatting components conform to FPIN guidelines and will revise the manuscript until it meets editorial/journal expectations required for submission.
- Oversee a rigorous, standardized search of the literature.
- Provide a cell phone where he/she can be reached by phone or text by the project manager.
- If required by the writing project, 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.