

## HelpDesk Answers (HDAs) Process Overview:

Below is the general HDA process, however, each HDA is different. If you have questions, email the HDA Project Coordinator at [HDA@fpin.org](mailto:HDA@fpin.org).

### Abbreviations Key:

AU - Author

LE – Local Editor

PM – Project Mgmt Editor

PR – Peer Reviewer

EIC – Editor-in-Chief

EBP – *Evidence-Based Practice*

### Step #1: HDA Learning Path & Select Question

**Author:**  
Complete the  
HDA Learning  
Path on the  
FPIN Institute

**Author:**  
Pick an HDA Q  
or submit AU  
formulated Qs  
at [fpin.org](http://fpin.org)

**Author:**  
Receive  
invitation  
within 2  
business days;  
respond within  
10 days

### Step #2: Initial Writing & Editing

**Author:**  
Review  
references and  
write first draft  
following HDA  
style

**FCA:**  
Review draft  
with author  
and submit  
to EMS by  
due date

**Project Mgmt  
Editor:**  
Tech check and  
assign to PR

**Peer  
Reviewer:**  
Review  
manuscript  
and return  
to PM in 2  
weeks

**Project Mgmt  
Editor:** Assign  
manuscript to  
Deputy Editor  
(DE) in EMS.

**Author:**  
Revise  
manuscript using  
PR & DE  
comments

**FCA:**  
Work with AU to  
make revisions &  
submit revised  
draft back to  
EMS for Editorial  
Review.

### Step #3: Final Writing & Editing

**DE/Author:**  
Review  
manuscript back  
and forth in 2  
week intervals

**DE:**  
Send to HDA EIC  
for approval

**HDA EIC:**  
Approve  
manuscript  
for  
publication or  
send back  
with  
comments

**Author:**  
Revise  
manuscript as  
needed &  
resubmit final  
version  
through EMS

**Step #4:**  
In Press

