

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 abigail@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

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

