



HDA Local Editor Role and Expectations

Purpose

The purpose of this document is to outline the role of the “Local Editor” so that your program can self-identify a person who can take on this integral function. If there is no such person who has all of the needed skills outlined below you may self-identify a “Local Editor-in-Training”. Local Editors-in-Training are those persons who possess some of the skills needed to be a Local Editor, but not all. Once identified, these Local Editors-in-Training will work with other FPIN editors and staff to develop the skills needed to become full-fledged Local Editors. Please read through the document below, self-identify a person who will fulfill either the Local Editor or Local Editor-in-Training role at your program, ask them to sign the appropriate agreement, and return the form to FPIN. *If you have indicated that your program has a Local Editor-in-Training, additional support will be made available over the coming months.*

Philosophy

FPIN’s philosophy as an organization is to develop Family Physicians who possess strong EBM, critical appraisal, and writing skills. Our goal is for every FPIN author to be successful in building these skills while completing (and hopefully publishing) a HelpDesk Answer (HDA). HDA Local Editors are critical components of bringing success to fruition as they are the first editors to review all HDA manuscripts written by the “[Corresponding Authors](#)” at their programs. Corresponding Authors are faculty who serve as the primary point of contact throughout the editorial process. The Local Editor’s key role is to work with Corresponding Authors and give feedback so they may submit the best possible first drafts to FPIN’s editorial team for review.

HDA Local Editors must have:

1. Authored or co-authored a minimum of 2 (any combination) HDAs or Clinical Inquiries.
2. Excellent attention to detail
3. Strong peer-review skills
4. A good understanding of evidence-based medicine
5. Ability to provide critical feedback in a constructive manner
6. Solid understanding of the “Anatomy of an HDA”

If your self-identified Local Editor has not developed all of these skills yet, then he or she is considered a Local Editor-in-Training. Please go to the end of this document and select the “Local Editor-in-Training Agreement,” sign, and return to FPIN.

The HDA Local Editor’s role is to ensure:

1. The manuscript adheres to the HDA Checklist
2. A positive educational experience for the Corresponding Author and other members of the author team
3. The manuscript is written with transparency, following the HDA style

The HDA Local Editor's expectations are to:

1. Review and edit submitted drafts and provide feedback to the Corresponding Author in a timely manner
 - a. Review content for readability, accuracy and practical utility at the point of care
 - b. Guide the Corresponding Author to make his/her own revisions until the manuscript is ready to submit to FPIN
2. Maintain open communication with the Corresponding Author
3. Be a leader in developing the HDA project within your program

FPIN Policies for HDA Local Editors

1. Authored or co-authored a minimum of 2 (any combination) HDAs or Clinical Inquiries.
2. HDA Local Editors must not have any relationships with pharmaceutical or other for-profit businesses that could be a conflict of interest or perceived as a conflict of interest
3. Every Local Editor must sign a "Local Editor Agreement" or "Local Editor in Training Agreement" to be kept on file by FPIN.

HDA Local Editor Good Practices

Once you receive the manuscript and author checklist from the Corresponding Author:

1. Review content to be sure everything is relevant to the family physician at the point of care.
2. Ensure all evidence is appropriately referenced and cited.
3. Ensure all appropriate references are included.
4. Add editorial comments and suggestions using Track Changes in Microsoft Word.
5. Send an email back to the Corresponding Author with your comments and attached edited manuscript:
 - a. If the content needs substantial revision (e.g., relevance of content, organization, format, etc.) consider revising one small section as an example for the Corresponding Author, and then asking the Corresponding Author to do the remaining revisions along with the other authors on his/her team.
 - b. Comments may include suggestions about patient instructions that would be useful.
6. Once the Corresponding Author sends back revised content, review the manuscript again for any additional edits needed. This process will go on between you and the Corresponding Author until both of you are satisfied with the final version.
7. When you and the Corresponding Author have finished editing the manuscript for content and adherence to HDA style and are satisfied, please double check the HDA Checklist to be sure all areas have been addressed.

Responsibilities

- 1. Review and edit all manuscripts for adherence to HDA Checklist before they are submitted to FPIN**
- 2. Review the monthly scholarship report sent to your program by FPIN. Facilitate monthly discussions with author teams to discuss revisions, quality, and adherence to deadlines.**

- 3. Make sure you are receiving email communication from FPIN.**
- 4. Provide a cell phone contact number and be willing to be the point of contact at your program for the HDA Project Manager.**
- 5. Adhere to FPIN's Plagiarism Policy**

HDA Local Editor Agreement

I have been identified as the Local Editor for my program. I have read and understand the above responsibilities and agree to be my program's local editor. I will fulfill this role for my program for the **2016-2017 Academic Year**. If I can no longer fill this role I will notify FPIN staff (abigail@fpin.org).

Printed Name: _____

Email/other preferred method of communication: _____

Cell Phone: _____

Signature: _____ Date: _____

HDA Local Editor in Training Agreement

I have been identified as the Local Editor-in-Training for my program. I have read and understand the above responsibilities and agree to be my program's Local Editor-in-Training. I will fulfill this role for my program for the **2016-2017 Academic Year**. If I can no longer fill this role I will notify FPIN staff (abigail@fpin.org). NOTE: FPIN will contact you regarding the facilitation of further training at the email specified below.

Printed Name: _____

Email/other preferred method of communication: _____

Cell Phone: _____

Signature: _____ Date: _____

