**FPIN Corresponding Author Policy**

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FPIN requires all authors to adhere to the Corresponding Author Policy, which requires a faculty serve as a “Corresponding Author”. This faculty author will be responsible for the manuscript from the question approval stage through the various levels of editing 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 a primary care clinician.
* Be a faculty and will not be a resident.
* Serve as the primary contact with the FPIN project manager.
* Provide a cell phone where he/she can be reached by phone or text by the project manager.
* Be responsible for proposing the question or topic on the FPIN website.
* Oversee a rigorous, standardized search of the literature.
* Follow [author instructions](https://fpin.memberclicks.net/assets/HDAMemberResources/FinalStages/EMS%20Author%20Instructions%202019%20.pdf), conforming to journal standards and FPIN style requirements.
* Be informed of and adhere to [FPIN’s Plagiarism Policy](https://fpin.memberclicks.net/assets/ClinicalInquiries/FPIN%20Plagiarism%20Policy.pdf).
* Be the only one with permissions to manage the author team’s correspondence and submissions in FPIN’s editorial management system.
* Be responsible for meeting all deadlines and be familiar with our [Due Date Extension Policy](https://fpin.memberclicks.net/assets/HDAMemberResources/FormsandPolicies/Due%20Date%20Extension%20Policy%20FINAL%202019.pdf).
* 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 to submit the manuscript to the Local Editor or Local Editor in Training for review BEFORE submitting it to FPIN. Every program needs to submit a [Local Editor Agreement](https://fpin.memberclicks.net/assets/HDAMemberResources/FormsandPolicies/Local%20Editor%20Agreement%2019-20.pdf) to FPIN.
* Ensure all stylistic and formatting components conform to [FPIN’s Author Handbook](https://fpin.memberclicks.net/assets/HDAMemberResources/WritingHDAs/HDA%20Author%20Handbook%20082719.pdf) and will revise the manuscript until it meets editorial/journal expectations required for submission.
* 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.
* 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.
* Be familiar with the [Editorial Expectations](https://fpin.memberclicks.net/assets/HDAMemberResources/GettingStarted/FPIN%20Editorial%20Expectations%2006242019.pdf) throughout the editing process.
* Be responsible for relaying all communications to co-authors.

All HDA writing reference materials and supporting documents can be found on the [FPIN website.](https://www.fpin.org/)