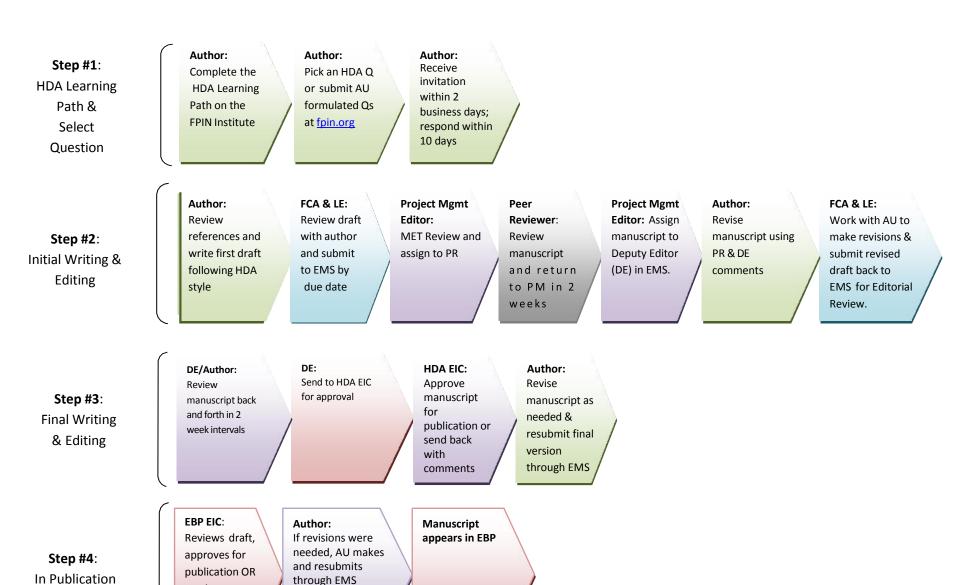# HelpDesk Answers (HDAs) Process Overview:

Below is the general HDA process, however, each HDA is different. If you have questions, email the HDA Project Coordinator at hda@fpin.org.

Abbreviations Key:

AU - Author, FCA - Faculty Corresponding Author, LE - Local Editor, MET - Managing Editor Team, PR - Peer Reviewer, PM - Project Mgmt Editor, 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 & LE: Review draft with author and submit to EMS by due date

Project Mgmt Editor: MET Review 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 & LE: 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 Publication

EBP EIC: Reviews draft, approves for publication OR sends questions back to AU

Author: If revisions were needed, AU makes and resubmits through EMS

Manuscript appears in EBP

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3/2019