

MAKING A STATEMENT



Commission Request

- *Council proposes idea
- *Manuscript Oversight Committee (MOC) Form completed
- *Council Chairs sign on and suggest authors

MOC Approval

- *Monthly conference call
- *Committee reviews MOC Forms and Writing Group Relationships With Industry (RWI)
- *Chair-No RWI; Vice-Chair-Can have RWI; 51% of group-No RWI

Start-Up Call

- *Chair discusses outline and author writing assignments
- *Science and Medicine Advisor (SMA) discusses timeline and process



Peer Review

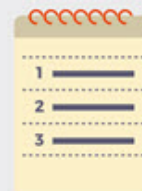
- *3-5 peer reviewers contacted
- *2 weeks to complete reviews
- *Chair submits revisions and point-by-point responses to peer reviewers within 30 days

Manuscript Submitted

- *Chair submits manuscript including abstract, original figure and table files
- *Initial QC checks missing figures/tables, references cited out of order, incomplete references, etc.

RWI Updated

- *Authors verify RWI every 90 days during statement development
- *Authors must report changes to relevant RWI



SACC Review

- *3 weeks to complete Science Advisory and Coordinating Committee (SACC) reviews
- *Chair submits revised manuscript and point-by-point responses to SACC reviewers within 30 days

Executive Committee Review

- *Monthly conference call
- *Subject to Executive Committee (EC) meeting schedule
- *EC Summary submitted with abstract and final statement manuscript

Production

- *Authors verify RWI and complete copyright transfer agreements
- *Manuscript is copyedited
- *Chair and SMA review proofs
- *Statement is published

