# SOCIETY FOR MATERNAL FETAL MEDICINE REVISING PREVIOUS CONSULTS

### **Review of Consult**

#### EVERY 18-24 MONTHS

The Publications Chair assigns a committee member to review an existing consult. That committee member will determine if revision is needed. The Publications Committee discusses and determines if Consult needs a revision

# Draft

#### ~3-4 **MONTHS**

Authors use the outline to develop a draft of the Consult that includes evidence and other organization's guidelines to support practice recommendations

# Publications Review

~2 WEEKS

The Publications Committee conducts a detailed review and identifies any concerns they may have about the content. After the Publications review, staff assist the authors in responding to feedback

# Outline

#### ~3 WEEKS

Staff assist authors in creating an outline based off the existing Consult

# **Primary Review**

#### ~2 WEEKS

The Publications Chair, Vice Chair, and staff review the draft and identify Publications Committee members who will join the author group and revise the draft. Staff send back edits or concerns that need to be addressed by the authors. Staff make sure all references are up to date and cited correctly

# GRADE

#### ~2 WEEKS

Staff create an evidence table summarizing the support for each recommendation. The authors, Chair and Vice Chair review the initial GRADEs

#### **Recs Review**

#### ~2 WEEKS

The Publications Committee conducts a high-level review focused on the wording and the GRADEs of the recommendations. After this review, staff assist the authors in responding to any additional feedback

Executive Committee Review

## ~2 WEEKS

The Executive Committee reviews the Consult and votes to approve, approve with edits, or disapprove for publication. After this review, staff assist the authors in making any final changes Document Review Committee

#### ~2 WEEKS

The Document Review Committee reviews the document and votes to approve, approve with edits, or disapprove. Staff send the Consult to other organizations for endorsement. Staff share the Consult internally. After this review, staff assist the authors in responding to feedback

**Sent for Publication** 

#### ~2-3 **MONTHS**

Staff send the final version of the Consult over to the appropriate journal to begin the proofing stages for final online and print publication

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