

Publishing New Consults

Choosing a Topic

During an annual meeting, the Publications Committee discusses new Consult topics. The Committee Chair and Vice Chair consider additional topics as needed based on developments in the field

2

Draft ~3-4 months

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

4

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

6

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

8

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

10

1

Outline ~3 weeks

The Publications Chair and Vice Chair identify authors whose expertise or clinical practice would best suit the Consult. Staff assist authors in creating an outline that will be used to develop the draft

3

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

5

Grade ~ 2 weeks

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

7

Document Review Committee ~2 weeks

The Document Review Committee reviews the Consult 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

9

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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