PHASE I: Initiation & MOC Approval
[estimated time to completion: 2-3 months]
When writing group composition and RWI table are approved by MOC, Publishing staff sets up writing group start-up call. Publishing staff develops timeline/roster and sets up access to SharePoint site for writing group members.

SMA staffs the start-up call; Publishing staff attends to discuss confidentiality, authorship criteria, timeline, SharePoint site, Guidelines for Manuscript Preparation. Writing group discusses literature search parameters and outline/writing assignments.

Publishing staff sends thank you letter to nominees not included in final writing group, cc: SMA.

Writing Group Start-Up Call is held within 2-4 weeks of MOC approval. When writing group composition and RWI table are approved by MOC, Publishing staff sets up writing group start-up call. Publishing staff develops timeline/roster and sets up access to SharePoint site for writing group members.

SMA staffs the start up call; Publishing staff attends to discuss confidentiality, authorship criteria, timeline, SharePoint site, Guidelines for Manuscript Preparation.

Writing group discusses literature search parameters and outline/writing assignments.

Writing group members develop drafts of statement sections. Drafts must be completed within 4-6 months of MOC approval. SMA will work with writing group Chair/Vice Chair to regularly track progress of all drafts.

Writing group Chair compiles information about lit searches:
- Describe databases(s) searched
- Time frame of lit search
- Inclusion/exclusion criteria used during search
- Specific search terms used

This step necessary for National Guideline Clearinghouse to accept AHA statements.

Prior to submitting for peer review, SMA and Writing Group Chair review concordance of recommendations with existing AHA statements and guidelines.

Publishing staff polls writing group members over formal recommendations (wording, classes of recommendation and levels of evidence assigned to each recommendation).

Publishing staff sends results of polling to SMA/Writing Group Chair for adjudication.

Writing Group Chair and SMA contact authors with concerns to achieve consensus of voting (each recommendation must be approved by at least 51% of writing group).

Prior to submitting for peer review, SMA and Writing Group Chair review concordance of recommendations with existing AHA statements and guidelines.

Publishing staff sends reminders to writing group members every 90 days to verify or update RWI.

SMA communicates outcome of MOC call, author list and RWI table to Writing Group Chair within 24 hours of MOC call.

Publishing staff sends reminders to writing group members every 90 days to verify or update RWI.

SMA sends reminders to Writing Group Chair regarding timeline throughout writing, on monthly basis at minimum.

Prior to submitting for peer review, SMA and Writing Group Chair review concordance of recommendations with existing AHA statements and guidelines.

Writing Group Chair submits manuscript for peer review in online site within 6 months of MOC approval.

Writing Group Chair compiles information about lit searches:
- Describe databases(s) searched
- Time frame of lit search
- Inclusion/exclusion criteria used during search
- Specific search terms used

This step necessary for National Guideline Clearinghouse to accept AHA statements.

Prior to submitting for peer review, SMA and Writing Group Chair review concordance of recommendations with existing AHA statements and guidelines.

If a manuscript draft has not been submitted in 6 months since start-up call, Publishing Staff sends “subject to decommissioning letter” to Writing Group Chair, Council Chair, cc: SMA.

If a manuscript draft has not been submitted in 9 months since start-up call, Publishing Staff sends decommissioning letter to Writing Group Chair, Council Chair, cc: SMA.

MOC considers decommission request on upcoming conference call.

SMA sends reminders to Writing Group Chair regarding timeline throughout writing, on monthly basis at minimum.

PHASE II: Start Up & Submission
[estimated time to completion: 6 months]
PHASE III: Peer Review
[estimated time to completion: 2 months]

1. Publishing staff identifies 5-7 peer reviewers for paper based on subject area; sends to SMA
   - If there are cosponsoring or endorsing organizations, Publishing staff sends manuscript, NDAs, RWI forms to these groups for review with deadline
   - When SMA has approved peer reviewer pool, Publishing staff sends peer review invitations to potential peer reviewers
   - Peer reviewers are given a maximum of 3 weeks to complete reviews—peer reviewers are sent weekly reminders before review is due
   - As soon as 3 reviews are completed and submitted, other reviewers receive thank you letter
   - Publishing staff sends AHA peer reviews and reviews from any outside orgs to Writing Group Chair and SMA

2. Writing group Chair works with group to revise manuscript and prepare point-by-point responses to peer reviewers
   - Writing group has 30 days to provide revised manuscript and response to reviewers
   - Publishing staff polls writing group members over formal recommendations (wording, classes of recommendation and levels of evidence assigned to each recommendation)
   - Writing Group Chair contacts authors with concerns to achieve consensus of voting (each recommendation must be approved by at least 51% of writing group)
   - Publishing staff returns manuscript to author if changes are needed

3. Writing group chair submits revised manuscript and response in online site within 30 days of receiving peer reviewer comments.
   - Publishing staff reviews format of submitted manuscript
   - Publishing staff sends results of polling to SMA/Writing Group Chair for adjudication

4. Publishing staff sends revised manuscript and response back to peer reviewers
   - If there are cosponsoring or endorsing organizations, Publishing staff sends revised manuscript and responses to these groups for review with deadline
   - If peer reviewers do not respond within 7 days with any concerns, Publishing staff assume response/revised manuscript have adequately addressed reviewer concerns and reviewer now recommends approval
   - Publishing staff returns additional comments received to SMA/Writing Group Chair
PHASE IV: SACC Review
[estimated time to completion: 2 months]

1. When peer reviewers have approved manuscript, Publishing staff sends to SACC for final review and approval.

2. Writing group Chair works with group to revise manuscript and prepare point-by-point responses to SACC reviewers.
   - Writing group has 30 days to provide revised manuscript and response to SACC reviewers.
   - Publishing staff sends results of polling to SMA/Writing Group Chair for adjudication.
   - Publishing staff reviews format of submitted manuscript.
   - Writing Group Chair contacts authors with concerns to achieve consensus of voting (each recommendation must be approved by at least 51% of writing group).
   - If manuscript not received in 30 days Publishing staff sends subject to decommissioning letter.

3. Writing group chair submits revised manuscript and response in online site within 30 days of receiving SACC reviewer comments.
   - Publishing staff sends revised manuscript and responses to SACC reviewers.
   - Publishing staff reviews format of submitted manuscript.
   - Publishing staff returns manuscript to author if changes are needed.

4. Publishing staff sends revised manuscript and response back to SACC reviewers.
   - If there are cosponsoring or endorsing organizations, Publishing staff contacts SMA for additional commentary author nominees.
   - Manuscript sent to Production team for permissions review—Production team obtains any necessary permissions.
   - If there are cosponsoring or endorsing organizations, Publishing staff sends manuscript for Board review/approval with deadline if required.
   - FDA/CDC/NIH or other government approval initiated if appropriate.
   - SACC reviews manuscript for 3 weeks.
   - Publishing staff sends AHA SACC reviews and reviews from any outside orgs to Writing Group Chair and SMA.

Tracking against PRA goal for time to completion ends.
PHASE V: Publication

1. After SACC approval, Publishing staff notifies Production team that manuscript is ready for production.
2. Production team prepares transmittal paperwork and sends transmittal form with files to LWW (eventually through online site).
3. When proofs are complete, Publishing staff reviews author and reviewer disclosure tables for accuracy. Author and SMA review proofs and respond to author queries.
4. Upon publication, Science News email containing link to statement, commentary, and Top 10 is sent.
5. Publishing staff sends form and literature search terms to National Guideline Clearinghouse to create abstract.
6. Publishing staff sends any changes to abstract or approval to NGC.

Total estimated time to completion: 12-13 months + time in press.

Publishing staff uploads author and reviewer disclosure tables to online site as supplemental files to manuscript.
Publishing staff checks author list for FAHAs and updates author list.
Publishing staff runs “Accept” action in online site.
Production team contacts authors to complete CTA forms.
Publishing staff sends manuscript to endorsing organizations with deadline.
Publishing staff uploads Word version of final manuscript file to SharePoint site for archive in case paper is revised in the future.