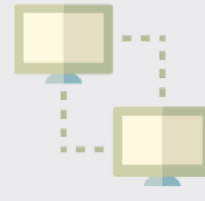


# MAKING A STATEMENT



## 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

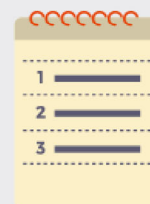
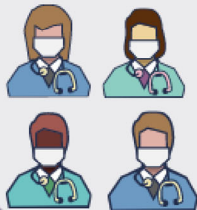
- \*5 peer reviewers contacted
- \*2 weeks to complete reviews
- \*Chair submits revisions and point-by-point responses to peer reviewers within 30 days

## 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

