C2010 Worksheet Flow
http://mc.manuscriptcentral.com/ilcor

* point of review where worksheet info can be returned with comments
  # E3 and Tanya notified at completion of each step

Author invited to submit preliminary WS online
(30 Days)

Author submits preliminary WS online
(Only search strategy and inclusion/exclusion criteria fields completed)

Preliminary review by office*#
(Check search strategy and inclusion/exclusion criteria, COI)
(1 Week)

Brief check by TF Chairs*/Content Experts*/E3 notified of submission#
(Review submitted worksheet, add comments, send to WE)
(1 Week)

Worksheet Expert (WSE) Review#
(Ensure that major articles were not missed)
Return of WS to WSA from WSE
(1 Week)

Author submits completed WS online
(Formal submission of a worksheet)
(30 Days)

Preliminary review by office*#
(Check CIO, EndNote library and CoSTR)
(1 Week)

Brief check by TF Chairs*/Content Experts*/E3 notified of submission#
(Review submitted worksheet, add comments, send to WE)
(1 Week)

Worksheet Expert (WSE) Review#
(2 weeks)

Evidence Evaluation Expert (E3) approval
(1 Week)
(Worksheets become available for TF review)
Review on Internet by ILCOR community and public
(Can be posted there up to a year)

Comments from TF members reviewed, &/or incorporated, initially by (preferably)
original WSE, and if necessary, returned to author*#
(2 Weeks)

Evidence Evaluation Expert (E3) approval prior to posting to internet*
(2 Weeks)

Completed worksheet posted onto internet with “date stamp” (“currency” of
worksheet)

Worksheet author sent reminder* to incorporate any new data based on repeat of
search strategy for time period since posting (eg. July 2008, January 2009, July 2009,
January 2010 etc).
(Reminders every 6 mo)
(2 Weeks)

Updated information from author, and comments (fed back from posting on internet)
reviewed &/or incorporated, initially by (preferably) original WSE, and if necessary,
returned again to author*#
(1 Week)

Evidence Evaluation Expert (E3) approval prior to acceptance as final product to
feed into C2010 CoSTR*
(1 Week)

CoSTR DRAFT written

C2010 Conference

CoSTR Edited by C2010 discussion

CoSTR Review by Editorial Board

CoSTR Publication