



Project Name

Enhance the *Annals of Saudi Medicine* Peer-Review Process

Site	Department
Riyadh	Academic and Training Affairs (ATA), Scientific Publications Office

Project Status	Project Start Date	Project End Date
Completed	01-01-2016	12-31-2016

Problem: Why was the project needed?

The *Annals of Saudi Medicine* (ASM) submission and peer review process takes 150 days from submission of the manuscript to final decision on publication status. In order to smooth the workflow process and ensure rapid publication, the ASM has concentrated on improving the ability to find suitable peer reviewers by activating the Reviewer Locator feature under the ScholarOne™ submission system and ensuring the availability and responsiveness of the peer reviewers.

Aims: What will the project achieve?

To improve the ASM submission and peer-review process by decreasing the turnaround time from submission to final decision from 150 to 30 days before the end of 2016.

Benefits/Impact: What is the improvement outcome?
(check all that apply)

- Contained or reduced costs
- Improved productivity
- Improved work process
- Improved cycle time
- Increased customer satisfaction
- Other (please explain)
Click or tap here to enter text.

Quality Domain: Which of the domains of healthcare quality does this project support?
(Select only one)

Efficient

Measures: Performance metrics to be evaluated	Targets: Expected outcomes
Turnaround time from submission to final decision	Within 30 days

Interventions: Overview of key steps/work completed

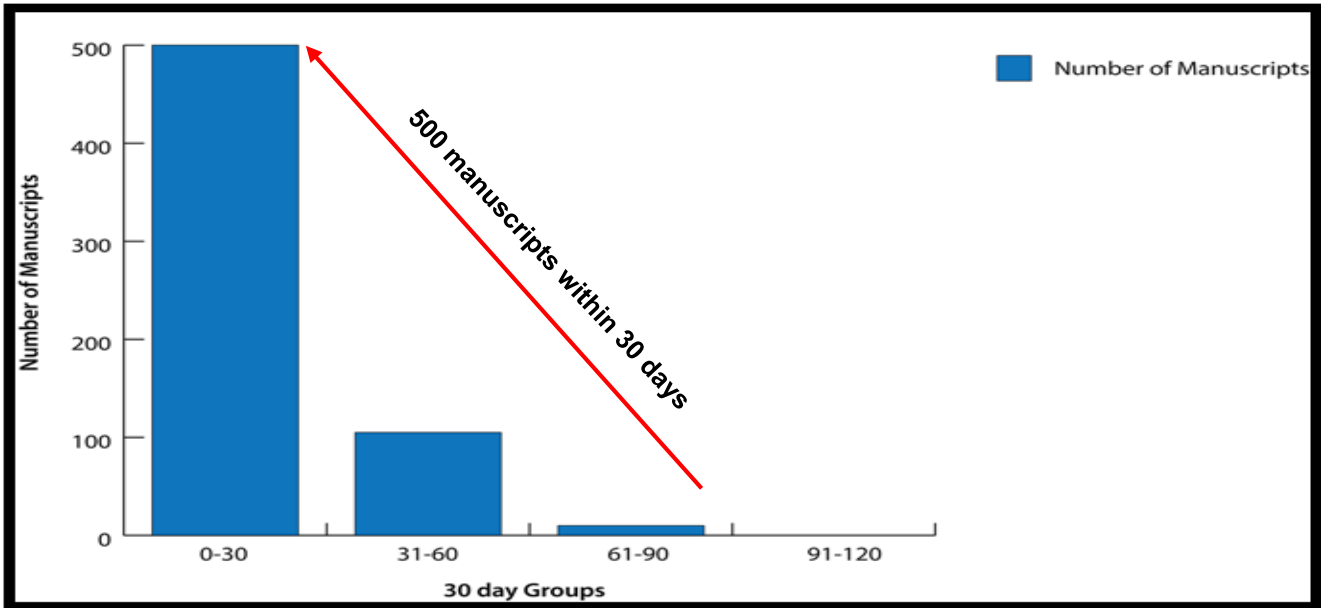
- The ASM has improved its peer-review process to ensure rapid publication.
- All manuscripts are subject to a strict peer-review process involving members of the Editorial Board and external reviewers with expertise in the subject matter.
- The process starts with an initial review by a scientist who makes an initial assessment of suitability for publication in the ASM.
- Reviewing editor makes an immediate decision or invites external reviewers, who are blinded to the manuscript author(s), to assess the manuscript further, recommend any revisions, and offer their opinion on acceptability.

Results: Insert relevant graphs and charts to illustrate improvement pre and post project
 (insert relevant graphs, data, charts, etc.)

Improvement of the *Annals of Saudi Medicine* workflow process.

Actions	2015	2016
Admin completes technical checklist process	10 days	7 days
Editor-in-Chief assigns a Reviewing Editor or makes a final decision	15 days	7 days
Reviewing Editor assigns Reviewers or makes a recommendation to the Editor-in-Chief	25 days	7 days
Reviewers send their recommendation to the Reviewing Editor	60 days	14 days
Reviewing Editor sends final recommendation to the Editor-in-Chief	25 days	7 days
Editor-in-Chief makes and sends a final decision to the Author	15 days	7 days

Improvement of the *Annals of Saudi Medicine* workflow process.



Project Lead **Team Members**

Name
 (person accountable for project)

Prof. Nasser Al-Sanea, Editor-in-Chief of ASM

Names
 (persons involved in project)

Dr. Yaser Adi, Scientist
 Amal Al-Ghammas, Editorial Supervisor and Senior Editorial Assistant
 Reina Tejano-Berina, Desktop Publisher
 Raquel Glorioso-Rivera, Editorial Assistant
 Kimberly Cristobal, Editorial Assistant
 Janelle Vales-Yasay, Editorial Assistant