Cochrane Database of Systematic Reviews (CDSR): information about the move to a continuous publication model ("Publish When Ready")

See the following website for the latest version: ims.cochrane.org/support/crgs/publication-frequency

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Introduction: Publish When Ready confirmed for June 2013

From 3 June 2013, it will be possible to publish Cochrane Reviews and Protocols ("articles") as soon as they are ready for publication instead of waiting for a monthly publication date. This continuous publishing model (which we refer to as "Publish When Ready") model will replace the monthly publication model introduced in 2010 and brings benefits to those who read and use Cochrane Reviews, our authors, and Cochrane Review Groups by:

- providing rapid publication of all Cochrane Reviews; and
- increasing flexibility by giving the Cochrane Review Groups the option to choose to publish immediately or select a publication date and time to fit in with other needs (such as alongside a press release).

This also addresses the recommendation from the 2012 Strategic Session on Cochrane Content to: "Evaluate the case for moving from a monthly to a 'publish when ready' model for Cochrane Reviews, and communicate and implement the final decision by 2013."

While this has been a complex project for the production and publication elements, there should be minimal changes for the editorial process and no changes for the authors, unless introduced by individual Cochrane Review Groups.

Prepared by: Harriet MacLehose, Jessica Thomas, Chris Champion, and David Hives on behalf of the Publish When Ready project team: Wiley (Matt Dean, Chris Faulkner, David Hives, Deborah Pentesco-Gilbert, and many others); Cochrane Information Management System team (Rasmus Moustgaard, Jessica Thomas); Managing Editor representative (Chris Champion), Cochrane Editorial Unit (David Tovey, Harriet MacLehose).

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1 About Publish When Ready (general information)

Terminological note: "Cochrane Reviews" is used in this document to refer to protocols, full reviews, amendments, and updates.

1.1 What does Publish When Ready mean?

Publish When Ready means that the Managing Editor can select to publish a Cochrane Review either immediately or on a date and time of their choice. This is available 24 hours per day every day of the year.

1.2 What are the benefits of Publish When Ready over monthly publication?

This 'Publish When Ready' model brings benefits to those who read and use Cochrane Reviews, our authors, and Cochrane Review Groups by:

- providing rapid publication of all Cochrane Reviews; and
- increasing flexibility by giving the Cochrane Review Groups the option to choose to publish immediately or select a publication date and time to fit in with other needs (such as alongside a press release).

2 Publish When Ready publication steps and schedules

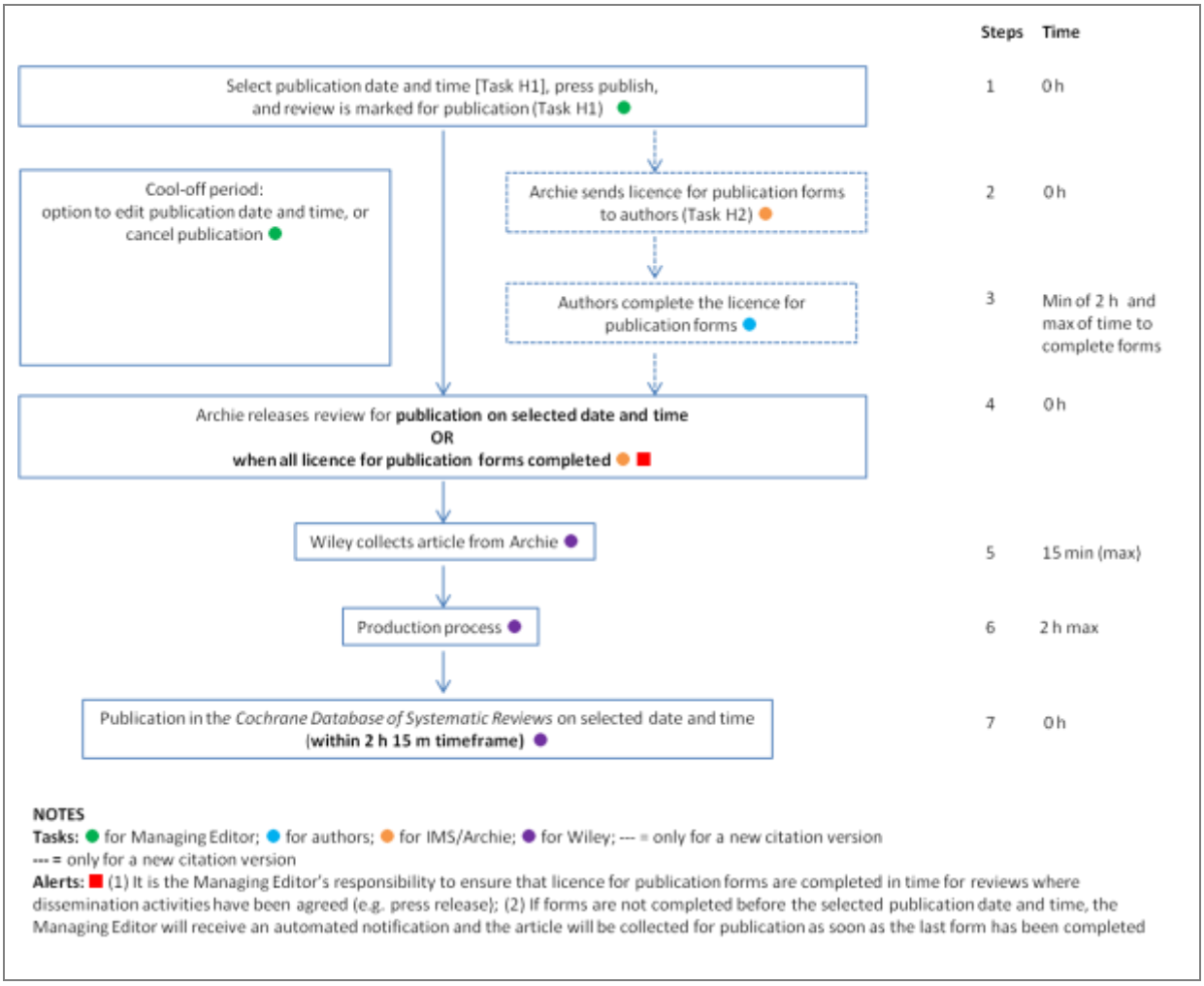
2.1 How long will it take to publish Cochrane Reviews with Publish When Ready?

The time to publication from when a Cochrane Review is marked for publication is dependent on the amount of time it takes authors to complete all licence to publication forms, as shown in Figure 1. Once a review is marked for publication, there will be a two-hour 'cool-off' period while it is held in Archie, during which a publication can be cancelled if necessary. During this time authors can sign the licence to publish forms.

As shown in Figure 1, every 15 minutes Wiley will collect Cochrane Reviews marked for publication from Archie. From the release of the article to Wiley, it will take a maximum of two hours to process and publish the articles. Therefore, from the time Cochrane Reviews are released from Archie to Wiley, it will take a maximum of 2 hours and 15 minutes to appear in the *CDSR*.

The least amount of time possible for a review to be published is if immediate publication is selected and authors complete the forms within 2 hours of marking for publication; in this case, it will take a maximum of 4 hours and 15 minutes for the Cochrane Review to be published.

Figure 1. Overview of the publication process for Publish When Ready



2.2 Important information about publication schedules in May and June 2013

There are a number of important dates and actions for Managing Editors in May and June. These are summarized in Table 1 and explained in more detail below.

Table 1. Summary of important dates and actions for Managing Editors in May and June

Date	Issue affected	Actions	Reviews published
Up to 2 May	5 (May)	Mark reviews for publication as per normal for monthly publication	31 May
2 May	6 (June)	As per normal monthly publication upload, you will not be able to publish any reviews until your the module is released	n/a
3 to 31 May	6 (June)	Mark reviews for publication as per normal for monthly publication	Between 3 and 13 June
1 to 13 June	6 (June)	Do not mark any reviews for publication. A reminder to this affect will be displayed in Archie and a daily email reminder sent out by IMS to ensure no reviews are published during this roll-out period	n/a
14 June onwards	As selected*	Mark reviews for publication using the new Publish When Ready functionality	As selected*

*Managing Editor can choose the date and time for publication, and the publication issue.

2.2.1 Issue 5 (May): actions for Managing Editors up to 2 May

Issue 5 will be collected by Wiley from Archie at 0800 GMT on 2 May and published on 31 May. This is the standard process for monthly publication.

2.2.2 Transition to Issue 6 (June): actions for Managing Editors up to 3 June

While Issue 5 is being collected by Wiley on Thursday, 2 May, Managing Editors must not mark any Cochrane Reviews for publication.

Once Issue 5 has been picked up by Wiley, Managing Editors will be able to publish Cochrane Reviews again, as per normal monthly publication process. This is likely to be during the afternoon GMT of 2 May. Managing Editors will mark Cochrane Reviews for publication as if they were preparing for a monthly publication (i.e. no option to choose to publish immediately or on a selected date and time). All Cochrane Reviews released for publication (i.e. once licence for publication forms completed) will be kept in a holding bay in Archie in preparation for the move to Publish When Ready on 3 June.

From 1200 GMT on Monday, 3 June, Cochrane Reviews released for publication between 2 May and 31 May will be passed from Archie to Wiley for publication between 3 and 13 June (see below).

2.2.3 Issue 6 (June): actions for Managing Editors from 3 June onwards

1 June to 13 June (inclusive): Managing Editors should not publish between midnight GMT on 1 June and midnight GMT on 13 June (inclusive). The reason is to stop any interference with the quality assurance processes during the transition to Publish When Ready. Managing Editors will be reminded of this through Archie and a daily email from the IMS team. During this period, Archie will gradually release the Cochrane Reviews marked for publication during the month of May to Wiley for publication. If processes take less time than anticipated, the IMS team will inform the Managing Editors via email.

14 June onwards: Managing Editors will start using the new Publish When Ready functionality to publish Cochrane Reviews.

2.3 How do I publish now or publish on a specific date and time using the Publication Wizard?

As shown in Figure 1, you will be able to select the date and time of publication when you mark a review for publication. Authors need to complete the licence for publication forms by this date and time for publication to proceed. If the authors do not complete the forms in time, then publication will be delayed until all forms are completed.

Figure 2 (below) shows the process for publishing a new review.

Figure 3 (below) shows the four-step process on how to 'undo publish' for a review. This can be used to stop the publication process. It is important to note that the 'undo publish' function will only work (1) within the two-hour period if immediate publication was initiated, (2) before the specified publication date and time (if selected), or (3) before all licence to publish forms are completed. As with monthly publication, you can modify a review and re-mark it for publication when you have small changes to make, and in these instances you should not use 'undo publish'.

Figure 2. Screenshots of the Publication Wizard for a new review

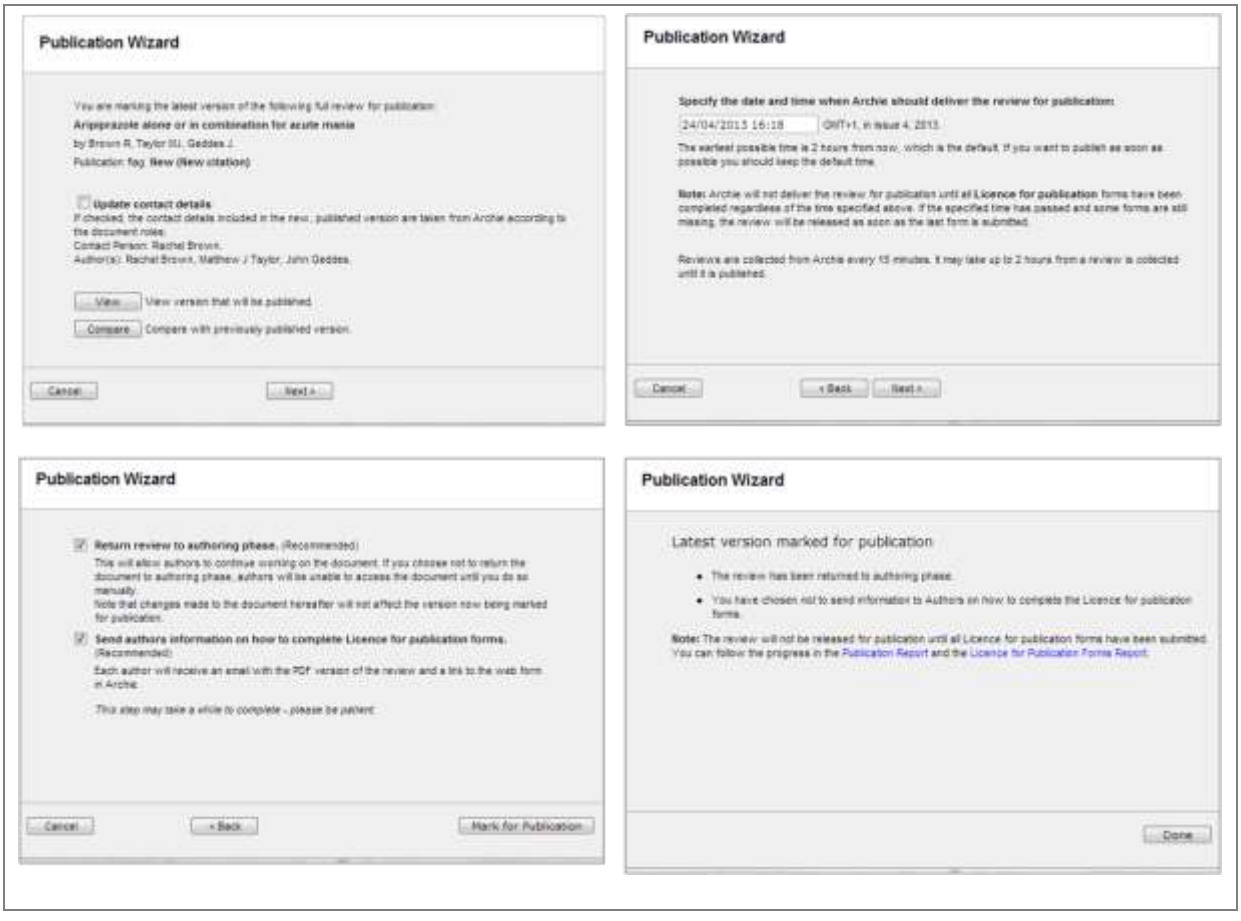
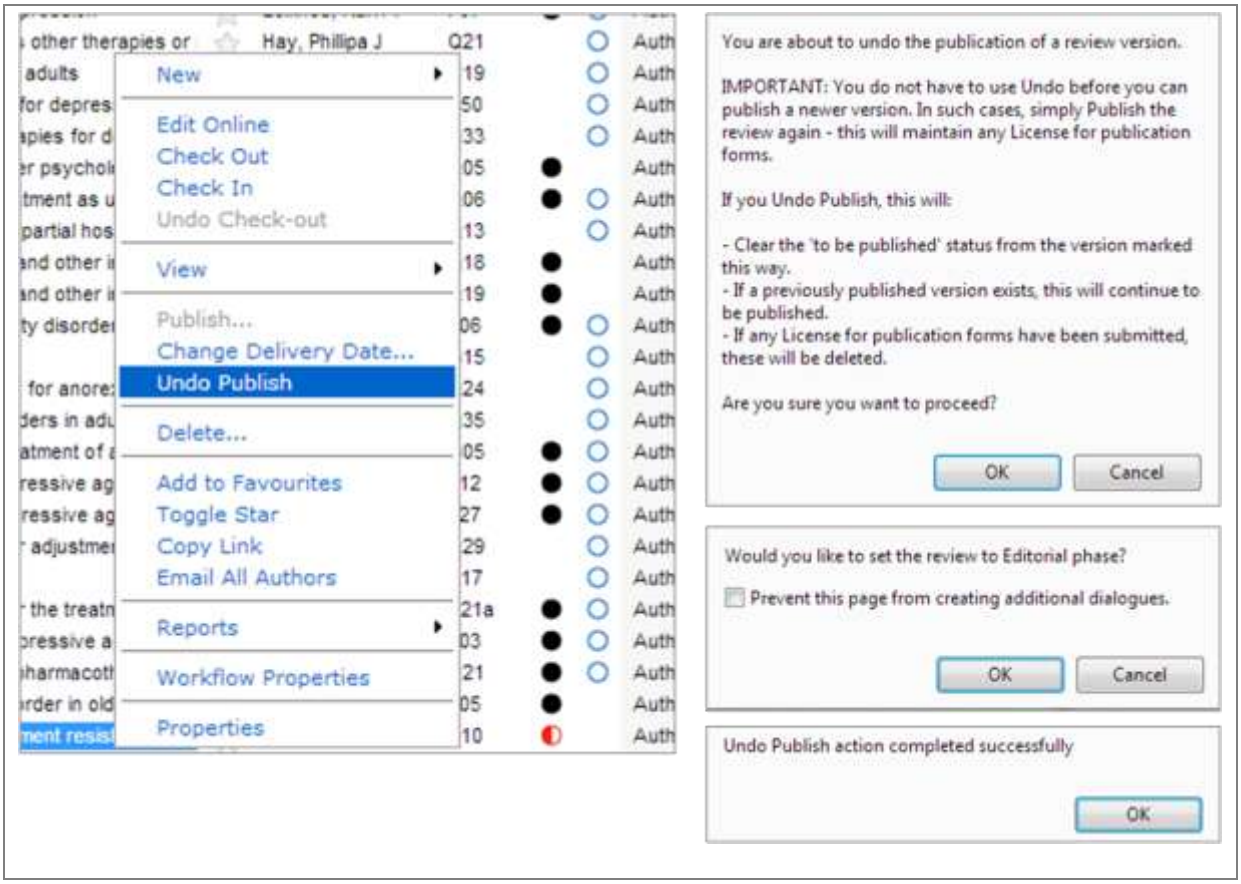


Figure 3. Screenshots of the Undo Publish function



2.4 Publication schedules – where can I find latest version?

The publication schedule is available on *The Cochrane Library* website and will be updated for Publish When Ready and on a regular basis: www.thecochranelibrary.com/view/0/PublicationDates.html

2.5 Will there be any changes to the workflow system used by Managing Editors to manage the editorial process?

There will be no changes to the editorial workflow up until the point of publication, other than the introduction of two new notifications:

- when a Cochrane Review that you marked for publication is published in the Cochrane Database of Systematic Reviews; and
- when a Cochrane Review marked for publication has missed the allocated date and time for publication because one or more of the authors did not complete the licence for publication form(s); see Figure 1.

If you wish to be notified, you will need to go in to your individual properties sheet under Settings | Edit notifications and choose whether you would prefer to receive the notification as an email or via the Archie messaging system.

2.6 Is it possible to publish the same Cochrane Review twice in the same issue (i.e. same calendar month)?

Only one citation version can be published in any one issue. It is possible to publish a new citation version followed by an amendment in the same issue. The amendment will overwrite the latest version in the *Cochrane Database of Systematic Reviews*, as occurs with monthly publication.

If a Managing Editor attempts to publish a second new citation version for the same Cochrane Review within in a single issue, the date for publication will auto-set for the next issue.

2.7 How will the module submission checklist change?

Content to follow.

3 Author and editing steps

3.1 What are the implications for copy-editing?

There is no change to the need for all articles to be copy-edited before publication. In-house copy-editors (accredited copy-editors within a Cochrane Review Group) will continue to work within their CRG's timeframes. Copy Edit Support will continue to provide a copy-editing service, but there will be no monthly deadlines. Articles sent to Copy Edit Support will continue to be turned around within two weeks.

3.2 How can we check and improve the display of the PDF version before publication?

The production of the PDF version of Cochrane Reviews (and Protocols) published in the *Cochrane Database of Systematic Reviews* (*CDSR*) is an automated process. While efforts are made to ensure that the review converts well to a PDF, sometimes there are problems with the display of the PDF. Most of these can be avoided by using the tips in this document; others need to be corrected manually by the Production Editor (Wiley) immediately after upon publication in the *CDSR*.

The Preview Published PDF service, introduced in January 2012, allows Cochrane authors and other Archie users to view a proof of the PDF version of a Cochrane Review, as it will appear in the *Cochrane Database of Systematic* Reviews. A guide is available to use alongside the Preview Published PDF service to help ensure the best display of the published PDF version: ims.cochrane.org/archie/documentation

3.3 Will Cochrane Review Groups need to ask authors to change how they prepare reviews for publication?

No. Cochrane Review Groups will not need to ask authors to change how they prepare reviews for publication.

4 Impact on other databases and published content

4.1 Is there an impact on the way Managing Editors generate topic lists?

There is no change in this process: Managing Editors will continue to link each Cochrane Review to the Topics List before marking the review for publication.

4.2 Is there an impact on the 'About The Cochrane Collaboration' database?

4.2.1 For Cochrane Review Groups

This database is published monthly using the same publication cycle and schedule as currently used for the *Cochrane Database of Systematic Reviews*. With the move to Publish When Ready, this will mean that the About module will be running one month behind.

> For example, the deadline for marking the module for publication in Issue 6 of the About database is at the end of May, and Issue 6 of the About database will be published at the end of June.

This means that the 'What's new' section, where many of you include the list of your recently published reviews, could be out of date depending on whether your team has published any Cochrane Reviews during the month.

What actions should you take? Continue to update and publish your modules on a monthly basis. You may wish to add some explanatory text to show that more recent reviews may have been published in the *Cochrane Database of Systematic Reviews*. We recommend: "This list of Cochrane Protocols and Reviews is up to date as of [Day Month Year]. New Cochrane Protocols and Reviews are published as they are completed (see the *Cochrane Database of Systematic Reviews*), and we will update this list monthly."

What are the long-term plans for the About database modules? As you are aware, there has been a proposal to move the modules from Archie onto individual entity websites while retaining essential information within *The Cochrane Library*. We are working through this proposal and will send further information about this as the plans are developed. Due to agreements which our publisher, John Wiley & Sons, Ltd., holds in relation to the information contained in the About modules, we ask that you continue to update and revise the information on your module in the meantime.

4.2.2 For Methods Groups and Fields

This database is published monthly using the same publication monthly cycle and schedule as currently used for the *Cochrane Database of Systematic Reviews*. With the move to Publish When Ready, this will mean that the About module will be running one month behind. For example, the deadline for marking the module for publication in Issue 6 of the About database is at the end of May and Issue 6 of the About database will be published at the end of June. This means that the 'What's new' section, which is used by some groups (namely Cochrane Review Groups) to list recently published reviews, could be out of date depending on which Cochrane Reviews are published during the month. As Methods Groups and Fields do not tend to record latest publications, this should not affect the way in which you publish your modules.

What actions should you take? Continue to update and publish your modules on a monthly basis.

What are the long-term plans for the About database modules? As you may be aware, there has been a proposal to move the modules from Archie onto individual entity websites while retaining essential information within *The Cochrane Library*. We are working through this proposal and will send further information about this as the plans are developed. Due to agreements which our publisher, John Wiley & Sons, Ltd., holds in relation to the information contained in the About modules, we ask that you continue to update and revise the information on your module in the meantime.

4.3 Is there an impact on CRGs' Specialized Register?

No, this will continue with its own monthly publication schedule (www.thecochranelibrary.com/view/0/PublicationDates.html).

4.4 What is the impact on the publication process for translations?

Translations will follow a similar publication process to the one used for the Cochrane Reviews.

Translations for New Reviews can only be created once the review is published. This means that in most cases the English version will be published in the *Cochrane Database of Systematic Reviews* (*CDSR*) in advance of the translated version.

Where a review is republished and there is no change to the Abstract or Plain Language Summary, the existing translation will be republished automatically. If any changes are made in the Abstract or Plain Language Summary, the previous translation will be withdrawn from the *CDSR* and a notification sent flagging up the need to update the translation.

4.4.1 Notifications

Those interested in translating, or already involved with translating a review, will be able to sign up to two Archie notifications (under their Person properties, Settings tab):

- 'A translation for which [the user] is the contact person requires attention' (under Personal).
- 'A new review is published' (under System).

Currently there are no notifications available for updated reviews without a translation.

5 Changes for dissemination activities, including press releases

5.1 With monthly publication, dissemination activities (including press releases for Cochrane Reviews), coincide with the monthly publication date. What will happen with the move to Publish When Ready?

With monthly publication of Cochrane Reviews, each month the people working on dissemination activities review the list of new and updated Cochrane Reviews and select reviews for dissemination. This will not be possible with the move to Publish When Ready.

The people working on dissemination activities, including press releases, editorials, featured reviews, and social media, will need to know ahead of publication which reviews are due to be published. This is to enable time to contact the Managing Editor to discuss dissemination activities for selected reviews and to agree a publication date and time that would enable the press release, for example, to be prepared. Two systems have been set up to assist with this:

- **Email alerts linked to the workflows:** Key people working on dissemination activities from the Cochrane Editorial Unit and Wiley (and staff from their dissemination partners HBNS) will receive an email alert when a review reaches Milestone E (Revised review approved by Sign-off Editor) in the workflows. This precedes Milestone F (Copy-edit completed), Milestone G (Approval for publication received from authors), and Milestone H (Review marked for publication). We anticipate that there will be sufficient time between Milestone E and Milestone H (Review marked for publication) for someone in the dissemination team to contact the Managing Editor to agree the dissemination activity and the publication date for the review.
- **Email alerts sent to Managing Editors and Co-ordinating Editors:** On the first Monday of each month, the Cochrane Editorial Unit will send an email to Managing Editors and Co-ordinating Editors to ask them to reply to the email if they have a review around Milestone E (Revised review approved by Sign-off Editor) that would be appropriate for one of the dissemination activities.

6 Publication reports

6.1 Will the Archie publication report change?

6.1.1 Changes to the Summary and Detailed reports

The two existing reports (Summary and Detailed) will remain unchanged except for the addition of three dates to each of the listed reviews:

1. Delivery Date: chosen delivery date;
2. Date Delivered: actual delivery date; and
3. Date Published: actual publication date.

It should be noted that the Summary report for the current issue, when accessed mid-month, will only show reviews that have already been published or have been marked for publication in the current month.

6.1.2 New Publication Pipeline report

A new publication report, the Publication Pipeline report, will be added to assist with following publications in process as part of the change to Publish When Ready; see example in Figure 4. This report can be found by right-clicking your CRG's name and choosing Report > Publication Reports > Publication Pipeline. This report has up to six headings (empty sections are not shown):

- **A – Pending delivery date**
  Reviews for which the chosen delivery date has not been reached.

- **B – Withheld from delivery**
  Reviews for which the chosen delivery date has been reached but missing Licence for Publication forms are holding back the publication.

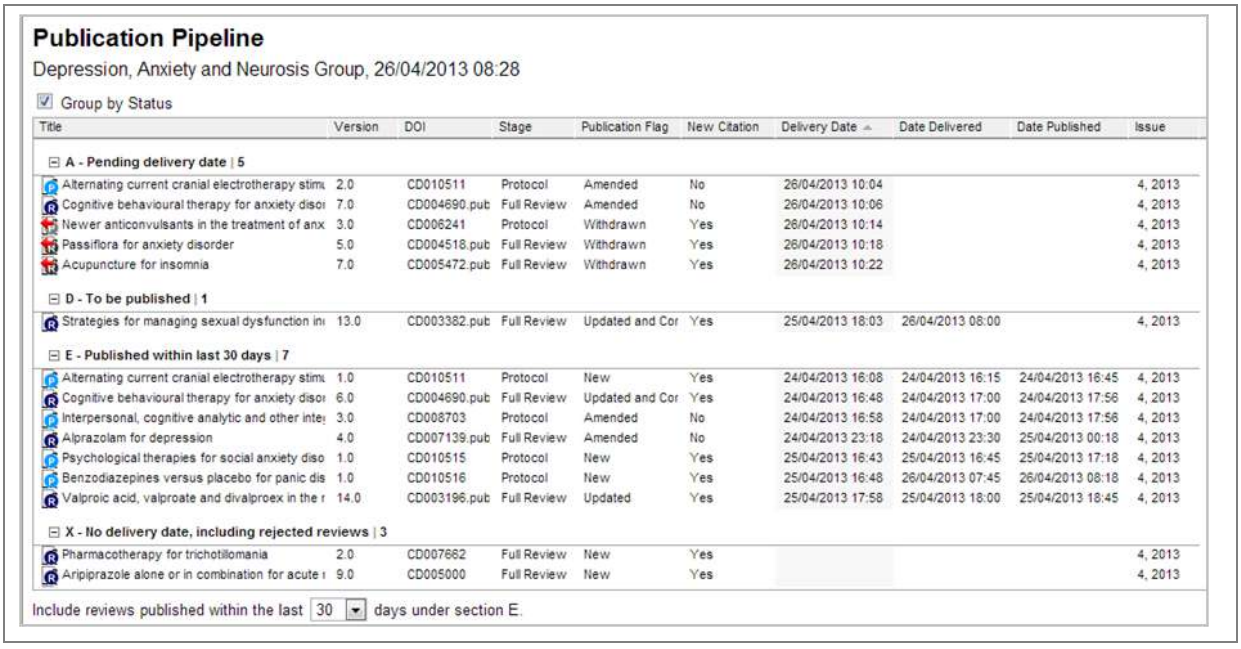
- **C – To be delivered**
  Reviews that are ready to be delivered to Wiley (expected delivery within 15 minutes).

- **D – To be published**
  Review that have been delivered to Wiley but not yet published (expected publication within 2 hours).

- **E – Published within last x days**
  Reviews that have been published within the selected number of days.

- **X – No delivery date, including rejected reviews**
  This section will only be used during the transition to Publish When Ready and under rare circumstances when a review is rejected because of a technical problem.

Figure 4. Screenshot of the new Publication Pipeline report



Publication Pipeline

Depression, Anxiety and Neurosis Group, 26/04/2013 08:28

Group by Status

Title	Version	DOI	Stage	Publication Flag	New Citation	Delivery Date	Date Delivered	Date Published	Issue
A - Pending delivery date | 5									
Alternating current cranial electrotherapy stim	2.0	CD010511	Protocol	Amended	No	26/04/2013 10:04			4, 2013
Cognitive behavioural therapy for anxiety disor	7.0	CD004690.pub	Full Review	Amended	No	26/04/2013 10:06			4, 2013
Newer anticonvulsants in the treatment of anx	3.0	CD006241	Protocol	Withdrawn	Yes	26/04/2013 10:14			4, 2013
Passiflora for anxiety disorder	5.0	CD004518.pub	Full Review	Withdrawn	Yes	26/04/2013 10:18			4, 2013
Acupuncture for insomnia	7.0	CD005472.pub	Full Review	Withdrawn	Yes	26/04/2013 10:22			4, 2013
D - To be published | 1									
Strategies for managing sexual dysfunction in	13.0	CD003382.pub	Full Review	Updated and Cor	Yes	25/04/2013 18:03	26/04/2013 08:00		4, 2013
E - Published within last 30 days | 7									
Alternating current cranial electrotherapy stim	1.0	CD010511	Protocol	New	Yes	24/04/2013 16:08	24/04/2013 16:15	24/04/2013 16:45	4, 2013
Cognitive behavioural therapy for anxiety disor	6.0	CD004690.pub	Full Review	Updated and Cor	Yes	24/04/2013 16:48	24/04/2013 17:00	24/04/2013 17:56	4, 2013
Interpersonal, cognitive analytic and other inte	3.0	CD008703	Protocol	Amended	No	24/04/2013 16:58	24/04/2013 17:00	24/04/2013 17:56	4, 2013
Alprazolam for depression	4.0	CD007139.pub	Full Review	Amended	No	24/04/2013 23:18	24/04/2013 23:30	25/04/2013 00:18	4, 2013
Psychological therapies for social anxiety diso	1.0	CD010515	Protocol	New	Yes	25/04/2013 16:43	25/04/2013 16:45	25/04/2013 17:18	4, 2013
Benzodiazepines versus placebo for panic dis	1.0	CD010516	Protocol	New	Yes	25/04/2013 16:48	26/04/2013 07:45	26/04/2013 08:18	4, 2013
Valproic acid, valproate and divalproex in the r	14.0	CD003196.pub	Full Review	Updated	Yes	25/04/2013 17:58	25/04/2013 18:00	25/04/2013 18:45	4, 2013
X - No delivery date, including rejected reviews | 3									
Pharmacotherapy for trichotillomania	2.0	CD007662	Full Review	New	Yes				4, 2013
Aripiprazole alone or in combination for acute r	9.0	CD005000	Full Review	New	Yes				4, 2013

Include reviews published within the last 30 days under section E.

6.2 Will Wiley send publication reports to CRGs?

From 3 June 2013, Wiley will no longer send publication reports to Cochrane Review Groups (CRGs).

Instead, a Managing Editor (and others member of the CRG), will have the option to sign up to a new Archie notification: 'Reviews in the [CRG] are published'

Another new notification for Managing Editors (and other roles with 'Max' permission level for Reviews) is 'Review publication is delayed because of missing licence for publication forms in the [CRG]'.

As with all Archie notifications, you can choose to receive them either as an email or a message inside Archie.

7 Upon publication in the *Cochrane Database of Systematic Reviews* (*CDSR*) and *The Cochrane Library*

7.1 Will the Cochrane Reviews look different and will there be any changes to the content of the published articles?

There will be no change to the look or content of the published Cochrane Reviews with the move to Publish When Ready.

7.2 Is there a change in how to cite Cochrane Reviews with the move to Publish When Ready?

There will be no change to the citation for Cochrane Reviews in the *Cochrane Database of Systematic Reviews* (*CDSR*).

Table 2 shows the display of citations in the CDSR and PubMed both with monthly publication and with Publish When Ready. As shown in line 6, there is a difference in the citation display between the *CDSR* and PubMed with monthly publication. As shown in line 7, there will be an additional difference with the move to Publish When Ready. This has been discussed and agreed with PubMed. PubMed let us know that many publishers suggest a citation format other than the PubMed one to their readers and this is not a concern for PubMed.

Table 2. Sample Cochrane Review citations in the *CDSR* and PubMed with monthly publication and Publish When Ready (PWR)

No.	Publication	Location	Note	Citation
1	Monthly & PWR	CDSR	No change with move to PWR	Lo DKH, Hurley MN, Muhlebach MS, Smyth AR. Interventions for the eradication of methicillin-resistant Staphylococcus aureus (MRSA) in people with cystic fibrosis. Cochrane Database of Systematic Reviews 2013, Issue 6. Art. No.: CD009650. DOI: 10.1002/14651858.CD009650.pub2.
2	Monthly	PubMed	—	Lo DK, Hurley MN, Muhlebach MS, Smyth AR. Interventions for the eradication of methicillin-resistant Staphylococcus aureus (MRSA) in people with cystic fibrosis. Cochrane Database Syst Rev. 2013 Jun 28;6:CD009650. doi: 10.1002/14651858.CD009650.pub2. Review. PubMed PMID: 23450608.

3	PWR	PubMed	As soon as new review published and details sent to PubMed	Interventions for the eradication of methicillin-resistant Staphylococcus aureus (MRSA) in people with cystic fibrosis. Lo DK, Hurley MN, Muhlebach MS, Smyth AR. Cochrane Database Syst Rev. 2013 Jun 3:CD009650. doi: 10.1002/14651858.CD009650.pub2. [Epub ahead of print] PMID:23450608[PubMed – as supplied by publisher]
4	PWR	PubMed	At the end of the calendar month (when the issue closes)	Interventions for the eradication of methicillin-resistant Staphylococcus aureus (MRSA) in people with cystic fibrosis. Lo DK, Hurley MN, Muhlebach MS, Smyth AR. Cochrane Database Syst Rev. 2013 Jun 28;6:CD009650. doi: 10.1002/14651858.CD009650.pub2. Review. Epub 2013 Jun 3. PMID:23450608[PubMed – in process]
5	PWR	PubMed	When MEDLINE indexing completed (showing summary display format)	Interventions for the eradication of methicillin-resistant Staphylococcus aureus (MRSA) in people with cystic fibrosis. Lo DK, Hurley MN, Muhlebach MS, Smyth AR. Cochrane Database Syst Rev. 2013 Jun 28;6:CD009650. doi: 10.1002/14651858.CD009650.pub2. Review. Epub 2013 Jun 3. PMID:23450608[PubMed - indexed for MEDLINE]
6				**Difference between line 2 (PubMed monthly) and line 4 (PubMed PWR):** addition of "Epub 2013 Jun 3"
7				**Differences between 1 (CDSR) and 4 (PubMed PWR) and:** In CDSR: • CDSR is in full (PubMed abbreviates) • no date of publication shown (PubMed gives day and month) • gives article number and DOI (PubMed shows DOI only) • does not state "Review" (word added to PubMed version) • does not display the PubMed PMID (shown in PubMed version)

7.3 What are the changes to the search experience for the *Cochrane Database of Systematic Reviews*?

On 18 May, the Wiley Online Platform will be modified in preparation for the start of Publish When Ready on 3 June 2013. As a result, from 18 May, there will be an impact on searches that use the following limits:

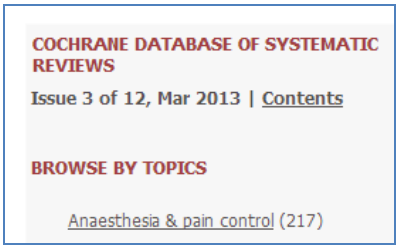
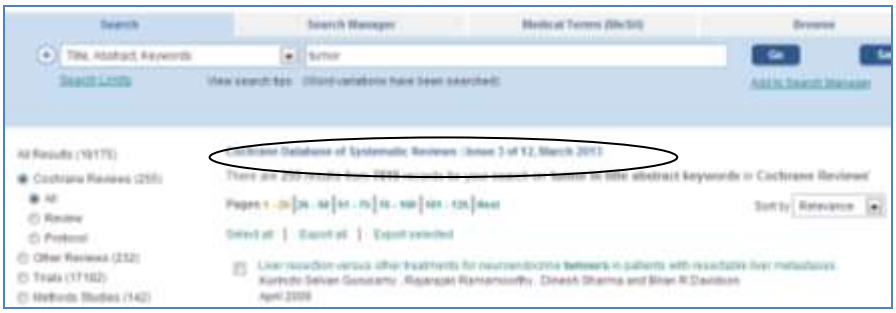
- If you search on CDSR AND limit using any of the following statuses, New, New Search, Conclusions Changed, or Major Change.
- If you limit search results using the "Current Issue" limit option.

Refer to the full information for details: www.thecochranelibrary.com/view/0/WebsiteUpdates.html

7.4 How will users of *The Cochrane Library* know about the change to Publish When ready for Cochrane Reviews?

As well as through various communications and signposting on *The Cochrane Library*, there will be some additional labels shown in Table 3.

Table 3. Changes in labelling to highlight Publish When Ready for Cochrane Reviews

Location	Change (with example issue)
	Issue 3 of 12, Mar 2013 (updated daily) | Contents Updated daily hyperlink goes to table of contents page for the explanation
 *Shows at the top of the screen when you run an advanced search*	Cochrane Database of Systematic Reviews : Issue 3 of 12, March 2013 [new line] *Issue updated daily throughout month* Updated daily hyperlink goes to table of contents page for the explanation
	Full explanation of Publish When Ready will be added under main heading (one or two sentences)

7.5 How often will the various browse lists and the table of contents be updated?

- The *Cochrane Database of Systematic Reviews* (*CDSR*) browse menu (shown on the homepage of *The Cochrane Library*) will be updated weekly.
- The other browse lists (including lists of new and updated Cochrane Reviews) and the search results will be updated automatically as Cochrane Reviews published.
- The table of contents (www.thecochranelibrary.com/view/0/13996979657a.html) will be updated daily.

7.6 How often will PubMed receive information about the new publications?

Each time a Cochrane Review is published in the *Cochrane Database of Systematic Reviews* (*CDSR*), Wiley will send a notification to PubMed. The Cochrane Review will display in PubMed with an 'Ahead of Print' status (see 7.2). When the monthly issue closes at midnight on the last day of the month, Wiley will send PubMed details of all Cochrane Reviews published in the issue. Once PubMed process this information, the 'Ahead Of Print' status will be removed in the PubMed entries.

7.7 How often will Wiley's publishing partners (e.g. Ovid) receive data feeds of *The Cochrane Library*?

Most of Wiley's publishing partners have elected to receive the Cochrane Reviews as they are published. A few partners, however, have elected to continue to receive the data feeds on a monthly basis.

7.8 What will happen to the DVD version of *The Cochrane Library*?

The quarterly DVD will continue. The *Cochrane Database of Systematic Reviews* content will be made up of all articles published within the issues published during each quarter of the year.

8 Support and training

8.1 For Managing Editors

From 3 June onwards, Managing Editors with questions about Publish When Ready should contact Managing Editor (ME) Support (mesupport@cochrane.org or www.editorial-unit.cochrane.org/managing-editor-support).

PWR practice exercises are available for Managing Editors (MEs) who would like some hands-on experience with the new Publish When Ready (PWR) functionality in Archie. The exercises are designed to be performed on the Archie Training server (training.archie.cochrane.org). The practice exercises document includes information about the new Archie features implemented to facilitate PWR and practice exercises around five publishing scenarios: (1) immediate publication; (2) cancelling a publication (undo); (3) specifying a delivery date and time; (4) publishing a new and amended version of the same review in the same issue; and (5) publishing a review as withdrawn.

Download a PDF of the practice exercises document: ims.cochrane.org/sites/ims.cochrane.org/files/uploads/images/publication-frequency/PWR%20practice%20exercises%20for%20MEs.pdf.

We encourage all MEs to go through this document and try out all the practice exercises before PWR goes live for all CRGs on 14 June.

Please do not hesitate to contact ME Support using the ME Support email (mesupport@cochrane.org). We are able to arrange one-to-one support and will set up group webinars if required.

8.2 For other people

Refer to the IMS website for information about support, training, and documentation: ims.cochrane.org/support.