# Cochrane Editorial and Publishing Policy Resource

Cochrane’s editorial and publishing policies and practices for articles published in the Cochrane Database of Systematic Reviews, the Cochrane Library.

<table>
<thead>
<tr>
<th>Pre-submission</th>
<th>Submission to publication</th>
<th>After publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies that apply to proposals for Cochrane Reviews and the preparation of Cochrane Reviews and other Cochrane content before the articles are submitted for editorial review.</td>
<td>Policies relevant to Cochrane content between submission for editorial review and up to publication.</td>
<td>Policies relevant to articles after publication.</td>
</tr>
<tr>
<td><strong>Cochrane Review proposals</strong></td>
<td><strong>Submission</strong></td>
<td><strong>Article sharing</strong></td>
</tr>
<tr>
<td><strong>Cochrane Review updates</strong></td>
<td>- Policy: Cochrane Review updates</td>
<td>- Policy: article sharing</td>
</tr>
<tr>
<td></td>
<td>- Updating Classification System</td>
<td>- Inclusion in PubMed Central</td>
</tr>
<tr>
<td></td>
<td>- Living systematic reviews</td>
<td><strong>Comments on Cochrane Reviews</strong></td>
</tr>
<tr>
<td></td>
<td>- Citation of updated Cochrane Reviews</td>
<td>- Comments: policy and process overview</td>
</tr>
<tr>
<td><strong>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</strong></td>
<td><strong>Plagiarism</strong></td>
<td>- Submitting comments on Cochrane Reviews and protocols</td>
</tr>
<tr>
<td><strong>Reporting search dates in Cochrane Reviews</strong></td>
<td>- Policy statement</td>
<td>- Citing comments</td>
</tr>
<tr>
<td><strong>Standards for Cochrane Reviews</strong></td>
<td>- Special circumstances for Cochrane Systematic Reviews</td>
<td>- Comments submitted outside the Cochrane Library commenting system</td>
</tr>
<tr>
<td>- Cochrane Handbooks</td>
<td>- Avoiding plagiarism</td>
<td><strong>Serious errors in published Cochrane Reviews</strong></td>
</tr>
<tr>
<td>- Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td>- Authors reusing text from their published works</td>
<td><strong>Withdrawing published Cochrane Reviews</strong></td>
</tr>
<tr>
<td>- Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td><strong>Peer review</strong></td>
<td><strong>General editorial policies</strong></td>
</tr>
<tr>
<td><strong>Supplemental data and files</strong></td>
<td>- Peer review policy</td>
<td><strong>For Editors: editorial management</strong></td>
</tr>
<tr>
<td><strong>Cochrane Style Manual</strong></td>
<td>- Exceptions to named peer review: special cases</td>
<td><strong>Access to archive of Cochrane Reviews</strong></td>
</tr>
<tr>
<td></td>
<td>- Peer reviewer conduct</td>
<td><strong>Advertising</strong></td>
</tr>
<tr>
<td><strong>General editorial policies</strong></td>
<td><strong>Appeals</strong></td>
<td><strong>Citation versions: DOIs and URLs</strong></td>
</tr>
<tr>
<td><strong>General publishing policies</strong></td>
<td></td>
<td>- Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
</tr>
<tr>
<td><strong>Copy-editing</strong></td>
<td><strong>Assigning What’s New events to Cochrane Reviews</strong></td>
<td><strong>Authorship and contributorship: editorial management</strong></td>
</tr>
</tbody>
</table>

This section provides guidance for editorial teams on how to implement the policies listed in the Cochrane Editorial and Publishing Policy Resource plus policies or information specific to Editors involved in the preparation and publication of Cochrane Reviews and other Cochrane content.

**Appeals policy: editorial management**
- Appeals process
- Support resources (appeals)

**Assigning What’s New events to Cochrane Reviews**
- Authors using group name: Archie and RevMan guidance
- Joint first authors: assigning in RevMan
- Change in author affiliation: RevMan and Archie guidance
- Deceased authors: Implementation guidance
General editorial policies applicable throughout the preparation of articles before publication.

**Authorship and contributorship**
- Criteria for authorship
- Editors or editorial staff as authors of Cochrane Reviews from their Cochrane Review Group
- Changes in authorship
- Authors using a group name
- Joint first authors
- Change in author affiliation
- Deceased authors
- Changes to author name
- Changes to author contact details
- Authorship disputes

**Conflicts of interest and Cochrane Reviews**
- Policy: conflicts of interest and Cochrane Reviews
- Conflicts of interest declarations for Editorials

**Defamation**
Permission to reuse Cochrane Reviews

- Re-use of Cochrane Reviews for users and third parties
- Authors/copyright owners of Cochrane Reviews
- Inclusion in a thesis or dissertation
- Cochrane Groups (including Cochrane Review Groups): Abstracts and Plain language summaries
- Translator terms and conditions

PROSPERO: International prospective register of systematic reviews

- Detecting plagiarism using Similarity Check
- What to do in cases of suspected plagiarism in submitted articles
- Managing reports of suspected plagiarism in articles published in the CDSR
- Support resources (plagiarism)

Policy for managing potentially problematic studies: implementation guidance

Promoting Cochrane Reviews: how to plan dissemination activities

Rejection policy: editorial management

- Implementing the rejection policy
- Support resources (rejection policy)

Withdrawing published Cochrane Reviews: editorial management

- Steps to withdraw a Cochrane Review
- Display of published withdrawn articles

Recent space activity

Christine Schorfheide
Version histories updated Oct 26, 2022 view change
Review proposal forms updated Jul 13, 2022 view change
Gold open access Cochrane Reviews and Protocols: editorial management updated Apr 22, 2022 view change

Blog Posts

- Blog: Policy change for withdrawing published Cochrane Reviews created by Harriet MacLehose Oct 15, 2019
- Blog: A new home for Cochrane’s editorial and publishing policies created by Harriet MacLehose Aug 19, 2019