## 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 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>Submission</td>
<td><strong>Article sharing</strong></td>
</tr>
<tr>
<td><strong>Cochrane Review updates</strong></td>
<td>Plagiarism</td>
<td>• Policy: article sharing</td>
</tr>
<tr>
<td>• Policy: Cochrane Review updates</td>
<td>• Policy statement</td>
<td>• Inclusion in PubMed Central</td>
</tr>
<tr>
<td>• Updating Classification System</td>
<td>• Special circumstances for Cochrane Systematic Reviews</td>
<td></td>
</tr>
<tr>
<td>• Living systematic reviews</td>
<td>• Avoiding plagiarism</td>
<td></td>
</tr>
<tr>
<td>• Citation of updated Cochrane Reviews</td>
<td>• Authors reusing text from their published works</td>
<td></td>
</tr>
<tr>
<td><strong>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</strong></td>
<td><strong>Peers review</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reporting search dates in Cochrane Reviews</strong></td>
<td>• Peer review policy</td>
<td></td>
</tr>
<tr>
<td><strong>Standards for Cochrane Reviews</strong></td>
<td>• Exceptions to named peer review: special cases</td>
<td></td>
</tr>
<tr>
<td>• Cochrane Handbooks</td>
<td>• Peer reviewer conduct</td>
<td></td>
</tr>
<tr>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td><strong>Rejection of Cochrane Reviews</strong></td>
<td></td>
</tr>
<tr>
<td>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td><strong>Appeals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>External data and files</strong></td>
<td><strong>Copy-editing</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cochrane Style Manual</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General editorial policies</strong></td>
<td><strong>General publishing policies</strong></td>
<td></td>
</tr>
<tr>
<td><strong>For Editors: editorial management</strong></td>
<td><strong>Access to archive of Cochrane Reviews</strong></td>
<td></td>
</tr>
<tr>
<td>This section provides guidance for editorial teams on how to implement the policies listed in the <em>Cochrane Editorial and Publishing Policy Resource</em> plus policies or information specific to Editors involved in the preparation and publication of Cochrane Reviews and other Cochrane content.</td>
<td><strong>Advertising</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Citation versions: DOIs and URLs</strong></td>
<td><strong>Appeals policy: editorial management</strong></td>
<td></td>
</tr>
<tr>
<td>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td>• Appeals process</td>
<td></td>
</tr>
<tr>
<td><strong>Assigning What’s New events to Cochrane Reviews</strong></td>
<td>• Support resources (appeals)</td>
<td></td>
</tr>
<tr>
<td><strong>Authorship and contributorship: editorial management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Authors using group name: Archie and RevMan guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Joint first authors: assigning in RevMan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Change in author affiliation: RevMan and Archie guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Deceased authors: Implementation guidance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For the preparation of articles before publication, general editorial policies apply.

### 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

### Complaints procedure:
- Complimentary Cochrane Library access for Cochrane authors and Groups
- Co-publication
  - Policy and overview
  - Arranging co-publication of a Cochrane Review
  - Co-publication agreements with other journals
  - Converting systematic reviews (non-Cochrane) to Cochrane Reviews
  - Submitting abstracts to conferences
  - Co-publication forms
  - Reuse of published Cochrane content by Cochrane Groups

### Copyrighted images: using in articles published in the CDSR

### Date fields in Cochrane Reviews: overview

### Editorial notes

### Impact factor

### Licence for publication forms
- Policy and process
- Where contributions are owned by Employer
- Submitting forms on behalf of an author
- Licence for publication forms for Cochrane Reviews and protocols
- Licence for publication forms for editorials

### Open access
- Policy overview (open access)
- Gold open access
- Green open access
- Funder mandates
- How open is it?

### Cochrane Review Group Specialized Register: request for exemptions

### Comments on Cochrane Reviews: editorial management
- Receiving and responding to comments
- Process for dealing with submitted comments
- Workflow for managing Comments
- Comments on translations of Cochrane Reviews
- Handling comments in other languages
- Changes to the process for managing and publishing Comments, November 2020

### Complimentary access to selected Wiley journals for Cochrane Review Groups and Satellites

### Conflict of interest: steps to action Research Integrity Editors and CoI panel decisions

### Co-publication templates for CRG Managing Editors

### Copy Edit Support

### Data protection

### Editorial note: editorial guidance

### Editorial responsibility and approval

### EMD screening resources
- Feedback from Associate Editors

### Figures and tables: general reporting guidelines

### Gold open access Cochrane Reviews and Protocols: editorial management

### International editorial organizations: information for Cochrane Editors

### More than one Cochrane Review Group (CRG) providing editorial support on a Cochrane Review

### Overlapping scope: editorial management

### Proposals for new Cochrane Reviews: editorial management
- Proposals from authors to conduct new or updated Cochrane Reviews: process and guidance
- Title formats for Cochrane Reviews
- Review proposal forms

### Peer review: editorial management
- Aim of peer review
- Editorial roles during the peer review process
- Acknowledgement
- Collating and addressing peer review comments
- CRG and DTA editorial team peer review policies and procedures
- Declarations of potential conflicts of interest for peer reviewers: implementation information
- Delegation of peer review responsibilities
- Exceptions to named peer review: editorial management
- Feedback to peer reviewers
- Inviting peer reviewers
- Inviting peer reviewers to be authors
- Number and expertise of peer reviewers: implementation
- Peer review checklists
- Support resources (peer review)
- Cochrane TaskExchange: new peer reviewers

### Plagiarism: editorial management
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