# 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>
</tbody>
</table>
| **Cochrane Review updates** | **Plagiarism** | - Policy: article sharing
- Inclusion in PubMed Central |
| - Policy: Cochrane Review updates
- Updating Classification System
- Living systematic reviews
- Citation of updated Cochrane Reviews | **Comments on Cochrane Reviews** | - Comments: policy and process overview
- Submitting comments on Cochrane Reviews and protocols
- Citing comments
- Comments submitted outside the Cochrane Library commenting system |
| **Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?** | **Peer review** | **Serious errors in published Cochrane Reviews** |
| **Reporting search dates in Cochrane Reviews** | **Rejection of Cochrane Reviews** | **Withdrawing published Cochrane Reviews** |
| **Standards for Cochrane Reviews** | **Appeals** | |
| - Cochrane Handbooks
- Methodological Expectations of Cochrane Intervention Reviews (MECIR)
- Plain Language Expectations for Authors of Cochrane Summaries (PLEACS) | **Copy-editing** | |
| **External data and files** | | |
| **Cochrane Style Manual** | | |
| **General editorial policies** | **General publishing policies** | **For Editors: editorial management** |
| **For Editors: editorial management** | **Access to archive of Cochrane Reviews** | |
| **Advertising** | **Citation versions: DOIs and URLs** | |
| **Assigning What’s New events to Cochrane Reviews** | **Digital object identifier (DOI) and website address (URL) of a Cochrane Review** | |
| **Authorship and contributorship: editorial management** | | |
| - 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

Complaints procedure:

Cochrane Library

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 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
<table>
<thead>
<tr>
<th>Permission to reuse Cochrane Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Re-use of Cochrane Reviews for users and third parties</td>
</tr>
<tr>
<td>- Authors/copyright owners of Cochrane Reviews</td>
</tr>
<tr>
<td>- Inclusion in a thesis or dissertation</td>
</tr>
<tr>
<td>- Cochrane Groups (including Cochrane Review Groups): Abstracts and Plain language summaries</td>
</tr>
<tr>
<td>- Translator terms and conditions</td>
</tr>
</tbody>
</table>

**PROSPERO: International prospective register of systematic reviews**

<table>
<thead>
<tr>
<th>Policy for managing potentially problematic studies: implementation guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promoting Cochrane Reviews: how to plan dissemination activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rejection policy: editorial management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawing published Cochrane Reviews: editorial management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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
  Cochrane Editorial and Publishing Policy Resource

- Blog: A new home for Cochrane’s editorial and publishing policies created by Harriet MacLehose
  Aug 19, 2019
  Cochrane Editorial and Publishing Policy Resource