# 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*.

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<th>Pre-submission</th>
<th>Submission to publication</th>
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<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>
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## Cochrane Review proposals

## Cochrane Review updates
- Policy: Cochrane Review updates
- Updating Classification System
- Living systematic reviews
- Citation of updated Cochrane Reviews

## Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?

## Reporting search dates in Cochrane Reviews

## Standards for Cochrane Reviews
- Cochrane Handbooks
- Methodological Expectations of Cochrane Intervention Reviews (MECIR)
- Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)

## External data and files

## Cochrane Style Manual

## General editorial policies

## General publishing policies

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

## 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**

**License 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**
<table>
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<th>Permission to reuse Cochrane Reviews</th>
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<td>• Re-use of Cochrane Reviews for users and third parties</td>
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<td>• Authors/copyright owners of Cochrane Reviews</td>
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<td>• Inclusion in a thesis or dissertation</td>
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<td>• Cochrane Groups (including Cochrane Review Groups): Abstracts and Plain language summaries</td>
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<td>• Translator terms and conditions</td>
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<td>PROSPERO: International prospective register of systematic reviews</td>
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**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