# 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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<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 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

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<td>General publishing policies and related information.</td>
<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>
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  - Digital object identifier (DOI) and website address (URL) of a Cochrane Review | 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

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

### 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

### PROSPERO: International prospective register of systematic reviews

### 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](https://www.bmj.com/content/367/bmj.n9256) created by Harriet MacLehose
  - Oct 15, 2019
- Cochrane Editorial and Publishing Policy Resource
- Blog: [A new home for Cochrane’s editorial and publishing policies](https://www.bmj.com/content/367/bmj.n9256) created by Harriet MacLehose
  - Aug 19, 2019
  - Cochrane Editorial and Publishing Policy Resource