## Cochrane Editorial and Publishing Policy Resource

1 July 2024: The Editorial Publishing & Policy Resource is scheduled to be archived. This page may not contain the most updated version of the information and is being retained for reference until 1 August 2024. Editors may visit the revised [editorial guidance 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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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

Complaints procedure:
- Cochrane Library

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

Defamation

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

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

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

## 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

## 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
- 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 Jul 01, 2024 view change
Steps to withdraw a Cochrane Review updated Jul 01, 2024 view change
Review proposal forms updated Jul 01, 2024 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

Cochrane Editorial and Publishing Policy Resource