

Deceased authors: RevMan and Archie guidance

See linked policy: [Deceased authors](#)

Managing Editors need to make the following changes:

1. Insert 'Deceased' (without parentheses) in the footnote field of the author's contact details within the RevMan file of the review. It is important to note that this is a review-level annotation, so if the deceased author is included on the byline of other reviews, the same footnote should be included in the RevMan file of each review they authored. To add the footnote, right-click on the author's name in RevMan and click Edit to reveal and complete the 'Footnote:' field (text box at the bottom of the editing screen).
2. Republish with the following What's New events: for a Cochrane Review, select Amended AND New Citation; for a protocol, select Amended AND New Citation: No Major Change.
3. Change the Group Role for the deceased author to Inactive. To do this open the author's Properties sheet in Archie, click on the Roles tab, select Edit and untick the box next to Active. In the Specification field, insert 'Deceased'. Note that when all the person's entity Roles have been made Inactive, the full Person record will automatically be set to Inactive. If you are the Primary Group for the deceased author, please replace the email address with deceased-contributor-XXXXXX@example.com (where XXXXXX is a random string). You can use <https://www.random.org/strings/> to generate a random string to ensure the placeholder address is unique. Delete all other contact details, apart from city and country from their Archie record. Please contact all other Groups which have Active Roles for this author and ask them make their Group Role Inactive for this author.