# 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*.

## Pre-submission

- 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.

## 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)

## Supplemental data and files

- Cochrane Style Manual

## General editorial policies

- General publishing policies
- For Editors: editorial management

## Submission to publication

- Policies relevant to Cochrane content between submission for editorial review and up to publication.

## Copy-editing

- Peer review
  - Peer review policy
  - Exceptions to named peer review: special cases
  - Peer reviewer conduct

## Plagiarism

- Policy statement
- Special circumstances for Cochrane Systematic Reviews
- Avoiding plagiarism
- Authors reusing text from their published works

## Appeals

- Rejection of Cochrane Reviews

## Article sharing

- Policy: article sharing
- Inclusion in PubMed Central

## Comments on Cochrane Reviews

- Policy and process overview: comments
- Submitting comments on Cochrane Reviews and protocols
- Citing comments
- Comments submitted outside the Cochrane Library commenting system
- Changes to the Comments processes on the new Cochrane Library platform
- Reports and presentations

## Serious errors in published Cochrane Reviews

- Withdrawing published Cochrane Reviews

## General publishing policies

- Access to archive of Cochrane Reviews
- Advertising
- Citation versions: DOIs and URLs
  - Digital object identifier (DOI) and website address (URL) of a Cochrane Review

## Complaints procedure: Cochrane Library

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: RevMan and Archie guidance

## Cochrane Review Group Specialized Register: request for exemptions

- Comments on Cochrane Reviews: editorial management
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
- Potential scenarios and actions for editorial teams and authors

Defamation

Complimentary access for Cochrane authors and Groups

Co-publication

- Policy and overview: co-publication
- Agreements with journals for the co-publication of Cochrane Reviews
- Publishing summaries (e.g. a ‘Cochrane Corner’) of Cochrane Reviews in another journal or resource
- Simultaneous publication: publishing in a journal on the same or similar date
- Prior publication: publication in a journal before publication in the CDSR
- Post-publication: publishing in a journal after publication in the CDSR
- Co-publishing Updates of Cochrane Reviews
- Converting systematic reviews (non-Cochrane) to Cochrane Reviews
- Submitting abstracts to conferences
- Co-publication process: how to request and implement
- Co-publication forms and templates

Copyedit Support

Data protection

Editorial responsibility and approval

Editorial workflows for Cochrane Reviews

- About editorial workflows for Cochrane Reviews
- Policy for use of editorial workflows by Cochrane Review Groups
- User documentation and support

EMD screening resources

- Feedback from Network Associate Editors

Figures and tables: general reporting guidelines

Gold open access Cochrane Reviews and Protocols: editorial management

International editorial organizations: information for Cochrane Editors

Overlapping scope: editorial management

Proposals for new Cochrane Reviews: editorial management

- Review proposal forms
- Editorial process: titles

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

- 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)

Promoting Cochrane Reviews: how to plan dissemination activities

Rejection policy: editorial management
Recent space activity

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Blog Posts

- Blog: Policy change for withdrawing published Cochrane Reviews created by Harriet MacLehose Oct 15, 2019

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

Cochrane Editorial and Publishing Policy Resource

Open access
- 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 agreement

PROSPERO: International prospective register of systematic reviews

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

Liz Dooley
Steps to withdraw a Cochrane Review updated Feb 18, 2020 • view change

Christine Schortheide
Conflict of interest: steps to action Funding Arbiter decisions updated Feb 17, 2020 • view change

Version histories updated Feb 17, 2020 • view change