# 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>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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**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 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
- 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: publication 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

Complimentary access to selected Wiley journals for Cochrane Review Groups and Satellites

Conflict of interest: steps to action Funding Arbiter decisions

Copy Edit 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
# Cochrane Editorial and Publishing Policy Resource

**Aug 19, 2019**

Harriet MacLehose

**Blog:** A new home for Cochrane’s editorial and publishing policies

created by Harriet MacLehose

Aug 19, 2019

Cochrane Editorial and Publishing Policy Resource

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### 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

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### 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

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### Blog Posts

- **Blog:** Policy change for withdrawing published Cochrane Reviews
  - created by Harriet MacLehose
  - Oct 15, 2019
  - Cochrane Editorial and Publishing Policy Resource

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