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.

<table>
<thead>
<tr>
<th>Pre-submission</th>
<th>Submission to publication</th>
<th>After publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Policies relevant to Cochrane content between submission for editorial review and up to publication.</td>
<td>Policies relevant to articles after publication.</td>
</tr>
<tr>
<td><strong>Cochrane Review proposals</strong></td>
<td><strong>Copy-editing</strong></td>
<td><strong>Article sharing</strong></td>
</tr>
<tr>
<td><strong>Cochrane Review updates</strong></td>
<td><strong>Peer review</strong></td>
<td>• Policy: article sharing</td>
</tr>
<tr>
<td>• Policy: Cochrane Review updates</td>
<td>• Peer review policy</td>
<td>• Inclusion in PubMed Central</td>
</tr>
<tr>
<td>• Updating Classification System</td>
<td>• Exceptions to named peer review: special cases</td>
<td></td>
</tr>
<tr>
<td>• Living systematic reviews</td>
<td>• Peer reviewer conduct</td>
<td><strong>Comments on Cochrane Reviews</strong></td>
</tr>
<tr>
<td>• Citation of updated Cochrane Reviews</td>
<td><strong>Plagiarism</strong></td>
<td>• Policy and process overview: comments</td>
</tr>
<tr>
<td><strong>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</strong></td>
<td>• Policy statement</td>
<td>• Submitting comments on Cochrane Reviews and protocols</td>
</tr>
<tr>
<td><strong>Reporting search dates in Cochrane Reviews</strong></td>
<td>• Special circumstances for Cochrane Systematic Reviews</td>
<td>• Citing comments</td>
</tr>
<tr>
<td><strong>Standards for Cochrane Reviews</strong></td>
<td>• Avoiding plagiarism</td>
<td>• Comments submitted outside the Cochrane Library commenting system</td>
</tr>
<tr>
<td>• Cochrane Handbooks</td>
<td>• Authors reusing text from their published works</td>
<td>• Changes to the Comments processes on the new Cochrane Library platform</td>
</tr>
<tr>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td>• Appeals</td>
<td>• Reports and presentations</td>
</tr>
<tr>
<td>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td><strong>Rejection of Cochrane Reviews</strong></td>
<td><strong>Serious errors in published Cochrane Reviews</strong></td>
</tr>
<tr>
<td><strong>Supplemental data and files</strong></td>
<td></td>
<td><strong>Withdrawing published Cochrane Reviews</strong></td>
</tr>
<tr>
<td><strong>Cochrane Style Manual</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**
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

Copyrighted images: using in articles published in the CDSR

Date fields in Cochrane Reviews: overview

Impact factor

Licence for publication forms
- Policy and process
- Submitting forms on behalf of an author
- Standard (Cochrane Reviews)
- Creative Commons (Cochrane Reviews)
- Editorials
- WHO and PAHO addenda

Receiving and responding to comments
- Process for dealing with submitted comments
- Flowchart
- Comments on previous versions of reviews
- Comments on translations of Cochrane Reviews
- Comments on withdrawn reviews or reviews due to be withdrawn
- Handling comments in other languages
- Multiple comments submitted by one individual or long-running comments

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
Recent space activity

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

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

Blog Posts


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