# 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></td>
<td></td>
</tr>
<tr>
<td><strong>Cochrane Review updates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Policy: Cochrane Review updates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Updating Classification System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Living systematic reviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Citation of updated Cochrane Reviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reporting search dates in Cochrane Reviews</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cochrane Handbooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplemental data and files</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cochrane Style Manual</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General editorial policies</th>
<th>General publishing policies</th>
<th>For Editors: editorial management</th>
</tr>
</thead>
<tbody>
<tr>
<td>General publishing policies and related information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access to archive of Cochrane Reviews</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Citation versions:</strong> DOIs and URLs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Complaints procedure:</strong> Cochrane Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Appeals policy:</strong> editorial management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appeals process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Support resources (appeals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assigning What’s New events to Cochrane Reviews</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Authorship and contributorship:</strong> editorial management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Authors using group name: Archie and RevMan guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Joint first authors: assigning in RevMan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Change in author affiliation: RevMan and Archie guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Deceased authors: RevMan and Archie guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cochrane Review Group Specialized Register:</strong> request for exemptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments on Cochrane Reviews:</strong> editorial management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: publishing in a journal on the same or similar date
- Prior publication: publishing 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

**Copyedited 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**
### 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

### Recent space activity

<table>
<thead>
<tr>
<th>Liz Dooley</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Steps to withdraw a Cochrane Review</strong> updated Feb 18, 2020 • view change</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Christine Schortheide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conflict of interest: steps to action Funding Arbiter decisions</strong> updated Feb 17, 2020 • view change</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liz Dooley</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version histories</strong> updated Feb 17, 2020 • view change</td>
</tr>
</tbody>
</table>

### Blog Posts

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

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