# 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
- 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

## 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

## After publication
- Policies relevant to articles after publication.

### 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
- General publishing policies

## General publishing policies
- General publishing policies and related information.

### 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

## For Editors: editorial management

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
| Open access | implementing the rejection policy  
| --- | ---  
| Policy overview (open access) | Support resources (rejection policy)  
| Gold open access |  
| Green open access |  
| Funder mandates |  
| How open is it? |  
| Permission to reuse Cochrane Reviews | Withdrawing published Cochrane Reviews: editorial management  
| 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**

| 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  

**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