# 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><strong>Comments on Cochrane Reviews</strong></td>
</tr>
<tr>
<td>• Living systematic reviews</td>
<td>• Peer reviewer conduct</td>
<td>• Policy and process overview: comments</td>
</tr>
<tr>
<td>• Citation of updated Cochrane Reviews</td>
<td><strong>Plagiarism</strong></td>
<td>• Submitting comments on Cochrane Reviews and protocols</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>• Citing comments</td>
</tr>
<tr>
<td><strong>Reporting search dates in Cochrane Reviews</strong></td>
<td>• Special circumstances for Cochrane Systematic Reviews</td>
<td>• Comments submitted outside the Cochrane Library commenting system</td>
</tr>
<tr>
<td><strong>Standards for Cochrane Reviews</strong></td>
<td>• Avoiding plagiarism</td>
<td>• Changes to the Comments processes on the new Cochrane Library platform</td>
</tr>
<tr>
<td>• Cochrane Handbooks</td>
<td>• Authors reusing text from their published works</td>
<td>• Reports and presentations</td>
</tr>
<tr>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td><strong>Appeals</strong></td>
<td><strong>Serious errors in published Cochrane Reviews</strong></td>
</tr>
<tr>
<td>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td><strong>Rejection of Cochrane Reviews</strong></td>
<td><strong>Withdrawing published Cochrane Reviews</strong></td>
</tr>
<tr>
<td><strong>Supplemental data and files</strong></td>
<td><strong>Citing comments</strong></td>
<td><strong>Rejection of Cochrane Reviews</strong></td>
</tr>
<tr>
<td><strong>Cochrane Style Manual</strong></td>
<td><strong>Comments submitted outside the Cochrane Library commenting system</strong></td>
<td><strong>Changes to the Comments processes on the new Cochrane Library platform</strong></td>
</tr>
<tr>
<td><strong>General editorial policies</strong></td>
<td><strong>Reports and presentations</strong></td>
<td><strong>Reports and presentations</strong></td>
</tr>
<tr>
<td><strong>For Editors: editorial management</strong></td>
<td><strong>Serious errors in published Cochrane Reviews</strong></td>
<td><strong>Assigning What's New events to Cochrane Reviews</strong></td>
</tr>
<tr>
<td><strong>Access to archive of Cochrane Reviews</strong></td>
<td><strong>Withdrawing published Cochrane Reviews</strong></td>
<td><strong>Authorship and contributorship: editorial management</strong></td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td><strong>Appeals policy: editorial management</strong></td>
<td>• Authors using group name: Archie and RevMan guidance</td>
</tr>
<tr>
<td><strong>Citation versions: DOIs and URLs</strong></td>
<td>• Support resources (appeals)</td>
<td>• Joint first authors: assigning in RevMan</td>
</tr>
<tr>
<td>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td><strong>Assigning What’s New events to Cochrane Reviews</strong></td>
<td>• Change in author affiliation: RevMan and Archie guidance</td>
</tr>
<tr>
<td><strong>Complaints procedure: Cochrane Library</strong></td>
<td><strong>Authorship and contributorship: editorial management</strong></td>
<td>• Deceased authors: RevMan and Archie guidance</td>
</tr>
<tr>
<td><strong>Citation versions: DOIs and URLs</strong></td>
<td><strong>For Editors: editorial management</strong></td>
<td><strong>Cochrane Review Group Specialized Register: request for exemptions</strong></td>
</tr>
<tr>
<td><strong>Complaints procedure: Cochrane Library</strong></td>
<td><strong>Comments on Cochrane Reviews: editorial management</strong></td>
<td><strong>Comments on Cochrane Reviews: editorial management</strong></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 Cochrane Library 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

Copyrigthed 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)
- Editorial
- 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>
<th>Steps to withdraw a Cochrane Review</th>
<th>updated Feb 18, 2020 • view change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Schortheide</td>
<td>Conflict of interest: steps to action Funding Arbiter decisions</td>
<td>updated Feb 17, 2020 • view change</td>
</tr>
<tr>
<td></td>
<td>Version histories</td>
<td>updated Feb 17, 2020 • view change</td>
</tr>
</tbody>
</table>

## Blog Posts

<table>
<thead>
<tr>
<th>Blog</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy change for withdrawing published Cochrane Reviews</td>
<td>Oct 15, 2019</td>
</tr>
<tr>
<td>Created by Harriet MacLehose</td>
<td>Cochrane Editorial and Publishing Policy Resource</td>
</tr>
<tr>
<td>A new home for Cochrane’s editorial and publishing policies</td>
<td>Aug 19, 2019</td>
</tr>
<tr>
<td>Created by Harriet MacLehose</td>
<td>Cochrane Editorial and Publishing Policy Resource</td>
</tr>
</tbody>
</table>