## 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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## General editorial policies

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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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<td>• Authors using group name: Archie and RevMan guidance</td>
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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**

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**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: 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

**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

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**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

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- 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 |

## 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