# 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>Citation versions:</strong> DOIs and URLs</td>
<td></td>
</tr>
<tr>
<td><strong>Cochrane Style Manual</strong></td>
<td>- Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td></td>
</tr>
<tr>
<td><strong>General editorial policies</strong></td>
<td><strong>Complaints procedure:</strong> Cochrane Library</td>
<td><strong>For Editors: editorial management</strong></td>
</tr>
<tr>
<td><strong>General publishing policies</strong></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Access to archive of Cochrane Reviews</strong></td>
<td><strong>Appeals policy:</strong> editorial management</td>
<td><strong>Assigning What’s New events to Cochrane Reviews</strong></td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td>- Appeals process</td>
<td><strong>Authorship and contributorship:</strong> editorial management</td>
</tr>
<tr>
<td><strong>Citation versions:</strong> DOIs and URLs</td>
<td>- Support resources (appeals)</td>
<td>- Authors using group name: Archie and RevMan guidance</td>
</tr>
<tr>
<td>- Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td></td>
<td>- Joint first authors: assigning in RevMan</td>
</tr>
<tr>
<td><strong>Complaints procedure:</strong> Cochrane Library</td>
<td></td>
<td>- Change in author affiliation: RevMan and Archie guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Deceased authors: RevMan and Archie guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cochrane Review Group Specialized Register: request for exemptions</strong></td>
</tr>
<tr>
<td></td>
<td></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: 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
- 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>Author/Profile</th>
<th>Title</th>
<th>Updates</th>
<th>View change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Dooley</td>
<td>Steps to withdraw a Cochrane Review</td>
<td>updated Feb 18, 2020</td>
<td>view change</td>
</tr>
<tr>
<td>Christine Schortheide</td>
<td>Conflict of interest: steps to action Funding Arbiter decisions</td>
<td>updated Feb 17, 2020</td>
<td>view change</td>
</tr>
<tr>
<td></td>
<td>Version histories</td>
<td>updated Feb 17, 2020</td>
<td>view change</td>
</tr>
</tbody>
</table>

### Blog Posts

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