# 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>
</tbody>
</table>

### 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

### General editorial 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

### 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

### 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 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
- **Harnet MacLehose**
  - Policy: conflicts of interest and Cochrane Reviews updated Mar 16, 2020 • view change
  - Version histories updated Mar 16, 2020 • view change

- **Christine Schorfheide**
  - Steps to withdraw a Cochrane Review updated Feb 25, 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