## 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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<th>Pre-submission</th>
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<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>
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### Cochrane Review proposals

### Cochrane Review updates

- 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

### 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
- Access to archive of Cochrane Reviews
- Advertising
- Citation versions: DOIs and URLs
- 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

### 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
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: publishing in a journal on the same or similar date
- Prior publication: publishing 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
- Harriet MacLehose
  - Policy: conflicts of interest and Cochrane Reviews updated Mar 16, 2020 • view change
  - Version histories updated Mar 16, 2020 • view change
- Christine Schorghofer
  - Steps to withdraw a Cochrane Review updated Feb 25, 2020 • view change

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