# 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>
<th>Submission to publication</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** | **Copy-editing** | **Article sharing**
• Policy: Cochrane Review updates<br>• Updating Classification System<br>• Living systematic reviews<br>• Citation of updated Cochrane Reviews | • Policy: article sharing<br>• Inclusion in PubMed Central |
| **Citation of updated Cochrane Reviews** | **Plagiarism** | **Comments on Cochrane Reviews**
• Policy statement<br>• Special circumstances for Cochrane Systematic Reviews<br>• Avoiding plagiarism<br>• Authors reusing text from their published works | • Policy and process overview: comments<br>• Submitting comments on Cochrane Reviews and protocols<br>• Citing comments<br>• Comments submitted outside the Cochrane Library commenting system<br>• Changes to the Comments processes on the new Cochrane Library platform<br>• Reports and presentations |
| **Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?** | **Appeals** | **Serious errors in published Cochrane Reviews**
**Reporting search dates in Cochrane Reviews** | **Rejection of Cochrane Reviews** | **Withdrawing published Cochrane Reviews** |
| **Standards for Cochrane Reviews** | **Citing comments** | **Changes to the Comments processes on the new Cochrane Library platform**
• Cochrane Handbooks<br>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)<br>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS) | **Reports and presentations** |
| **Supplemental data and files** | **Supplemental data and files** | **Reports and presentations**
**Cochrane Style Manual** | **Citation versions:** DOIs and URLs<br>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review | **Appeals**
| **General editorial policies** | **Supplemental data and files** | **Appeals policy: editorial management**
• Access to archive of Cochrane Reviews<br>**Advertising** | • Appeals process<br>• Support resources (appeals) |
| **General publishing policies** | **Citation versions:** DOIs and URLs<br>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review | **Assigning What’s New events to Cochrane Reviews** |
| **For Editors: editorial management** | **Citation versions:** DOIs and URLs<br>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review | **Authorship and contributorship: editorial management**
• Authors using group name: Archie and RevMan guidance<br>• Joint first authors: assigning in RevMan<br>• Change in author affiliation: RevMan and Archie guidance<br>• Deceased authors: RevMan and Archie guidance |
| **Complaints procedure: Cochrane Library** | **Complaints procedure: Cochrane Library** | **Cochrane Review Group Specialized Register: request for exemptions** |
| **Comments on Cochrane Reviews: editorial management** | **Comments on Cochrane Reviews: editorial management** | **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

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<th>Complimentary Cochrane Library access for Cochrane authors and Groups</th>
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<td>Complimentary access to selected Wiley journals for Cochrane Review Groups and Satellites</td>
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### Conflict of interest: steps to action Funding Arbiter decisions

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### Impact factor

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## 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

### More than one Cochrane Review Group (CRG) providing editorial support on a Cochrane Review

### 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)
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 terms and conditions

PROSPERO: International prospective register of systematic reviews

Promoting Cochrane Reviews: how to plan dissemination activities

Rejection policy: editorial management
- 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

Christine Schorfheide
Translator terms and conditions updated yesterday at 11:52 AM • view change
More than one Cochrane Review Group (CRG) providing editorial support on a Cochrane Review created May 22, 2020
Version histories updated May 22, 2020 • view change

Blog Posts