# 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

- General publishing policies and related information.
- **Access to archive of Cochrane Reviews**
- **Advertising**
- **Citation versions: DOIs and URLs**
- **Complaints procedure: Cochrane Library**

## General publishing policies

- 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**
- **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

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?

### 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

### 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

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### Recent space activity

**Harriet MacLehose**

**WHO and PAHO addenda** updated Jul 27, 2020 • view change

**Version histories** updated Jul 16, 2020 • view change

**Gold open access Cochrane Reviews and Protocols: editorial management** updated Jul 16, 2020 • view change

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### Blog Posts
