

# Copy-editing

All Cochrane Reviews (including protocols and updates) must be copy-edited before publication.

Copy-editing ensures that a review or protocol is: (1) free from typographical errors; (2) consistent with the [Cochrane Style Manual](#) and with internal consistency; (3) written in a clear and concise style; and (4) structurally complete and appropriately organized.

Copy-editing should not include substantial rewriting, technical editing, full checking of consistency of descriptions of findings, or extensive work on references or tables. These steps need to be completed ahead of copy-editing, under the responsibility of the Cochrane Review Group.

Copy-editing must be done by either a member of [Copy Edit Support](#) or an accredited copy-editor in the Cochrane Review Group (CRG). This policy was introduced in May 2012.

If CRGs wish to use a member of their editorial team to copy-edit Cochrane Reviews, the nominated person must pass, or have passed, the Copy Edit Support accreditation test. For more information contact Elizabeth Royle ([eroyale@cochrane.org](mailto:eroyale@cochrane.org)), Copy-editing Manager, Cochrane.

All Cochrane Reviews and protocols must follow the guidance in the [Cochrane Style Manual](#). A shorter collection of essential style guidelines, [Cochrane Style Basics](#), is intended for authors and others who need to understand the key points of Cochrane style.

For more information on how to submit a draft for copy-editing, see [Copy Edit Support](#).