

# 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](#).

Pre-submission	Submission to publication	After publication
<p><i>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.</i></p> <p><b>Cochrane Review proposals</b></p> <p><b>Cochrane Review updates</b></p> <ul style="list-style-type: none"> <li>Policy: Cochrane Review updates</li> <li>Updating Classification System</li> <li>Living systematic reviews</li> <li>Citation of updated Cochrane Reviews</li> </ul> <p><b>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</b></p> <p><b>Reporting search dates in Cochrane Reviews</b></p> <p><b>Standards for Cochrane Reviews</b></p> <ul style="list-style-type: none"> <li>Cochrane Handbooks</li> <li>Methodological Expectations of Cochrane Intervention Reviews (MECIR)</li> <li>Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</li> </ul> <p><b>Supplemental data and files</b></p> <p><b>Cochrane Style Manual</b></p>	<p><i>Policies relevant to Cochrane content between submission for editorial review and up to publication.</i></p> <p><b>Submission</b></p> <p><b>Plagiarism</b></p> <ul style="list-style-type: none"> <li>Policy statement</li> <li>Special circumstances for Cochrane Systematic Reviews</li> <li>Avoiding plagiarism</li> <li>Authors reusing text from their published works</li> </ul> <p><b>Peer review</b></p> <ul style="list-style-type: none"> <li>Peer review policy</li> <li>Exceptions to named peer review: special cases</li> <li>Peer reviewer conduct</li> </ul> <p><b>Rejection of Cochrane Reviews</b></p> <p><b>Appeals</b></p> <p><b>Copy-editing</b></p>	<p><i>Policies relevant to articles after publication.</i></p> <p><b>Article sharing</b></p> <ul style="list-style-type: none"> <li>Policy: article sharing</li> <li>Inclusion in PubMed Central</li> </ul> <p><b>Comments on Cochrane Reviews</b></p> <ul style="list-style-type: none"> <li>Comments: policy and process overview</li> <li>Submitting comments on Cochrane Reviews and protocols</li> <li>Citing comments</li> <li>Comments submitted outside the Cochrane Library commenting system</li> </ul> <p><b>Serious errors in published Cochrane Reviews</b></p> <p><b>Withdrawing published Cochrane Reviews</b></p>
<p><b>General editorial policies</b></p>	<p><b>General publishing policies</b></p>	<p><b>For Editors: editorial management</b></p>
	<p><i>General publishing policies and related information.</i></p> <p><b>Access to archive of Cochrane Reviews</b></p> <p><b>Advertising</b></p> <p><b>Citation versions: DOIs and URLs</b></p> <ul style="list-style-type: none"> <li>Digital object identifier (DOI) and website address (URL) of a Cochrane Review</li> </ul> <p><b>Complaints procedure: Cochrane Library</b></p>	<p><i>This section provides guidance for editorial teams on how to implement the policies listed in the <a href="#">Cochrane Editorial and Publishing Policy Resource</a> plus policies or information specific to Editors involved in the preparation and publication of Cochrane Reviews and other Cochrane content.</i></p> <p><b>Appeals policy: editorial management</b></p> <ul style="list-style-type: none"> <li>Appeals process</li> <li>Support resources (appeals)</li> </ul> <p><b>Assigning What's New events to Cochrane Reviews</b></p> <p><b>Authorship and contributorship: editorial management</b></p> <ul style="list-style-type: none"> <li>Authors using group name: Archie and RevMan guidance</li> <li>Joint first authors: assigning in RevMan</li> <li>Change in author affiliation: RevMan and Archie guidance</li> <li>Deceased authors: RevMan and Archie guidance</li> </ul> <p><b>Cochrane Review Group Specialized Register: request for exemptions</b></p> <p><b>Comments on Cochrane Reviews: editorial management</b></p>

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
- Conflicts of interest declarations for Editorials

### Defamation

### Complimentary Cochrane Library access for Cochrane authors and Groups

#### Co-publication

- Policy and overview
- Arranging co-publication of a Cochrane Review
- Co-publication agreements with other journals
- Converting systematic reviews (non-Cochrane) to Cochrane Reviews
- Submitting abstracts to conferences
- Co-publication forms
- Reuse of published Cochrane content by Cochrane Groups

### Copyrighted images: using in articles published in the CDSR

### Date fields in Cochrane Reviews: overview

### Editorial notes

### Impact factor

### Licence for publication forms

- Policy and process
- Where contributions are owned by Employer
- Submitting forms on behalf of an author
- Standard (Cochrane Reviews)
- Creative Commons (Cochrane Reviews)
- Editorials
- WHO and PAHO addenda

### Open access

- Policy overview (open access)
- Gold open access
- Green open access
- Funder mandates
- How open is it?

### Permission to reuse Cochrane Reviews

- Receiving and responding to comments
- Process for dealing with submitted comments
- Workflow for managing Comments
- Comments on translations of Cochrane Reviews
- Handling comments in other languages
- Changes to the process for managing and publishing Comments, November 2020

### Complimentary access to selected Wiley journals for Cochrane Review Groups and Satellites

### Conflict of interest: steps to action Research Integrity Editors and Col panel decisions

### Co-publication templates for CRG Managing Editors

### Copy Edit Support

### Data protection

### Editorial note: editorial guidance

### 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)

- 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**

**Policy for managing potentially problematic studies: implementation guidance**

**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**



Liz Dooley

[Assigning What's New events to Cochrane Reviews](#) updated Oct 29, 2020 • [view change](#)



Harriet MacLehose

[WHO and PAHO addenda](#) updated Jul 27, 2020 • [view change](#)

[Version histories](#) updated Jul 16, 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