# 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
- 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.

## Cochrane Review proposals
- **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
- Access to archive of Cochrane Reviews
- Advertising
- Citation versions: DOIs and URLs
  - Digital object identifier (DOI) and website address (URL) of a Cochrane Review
- 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
- Appeals process
- 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
- Conflicts of interest declarations for Editorials

### Defamation

### Complimentary access to 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

### 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)
- Editors
- 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)
## Recent space activity

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<th>Date</th>
<th>View change</th>
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<td>Christine Schortheide</td>
<td>Version histories updated</td>
<td>Sep 02, 2021</td>
<td>view change</td>
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<tr>
<td>Liz Uooley</td>
<td>Assigning What's New events to Cochrane Reviews</td>
<td>Oct 29, 2020</td>
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<td>Harriet MacLehose</td>
<td>WHO and PAHO addenda</td>
<td>Jul 27, 2020</td>
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## Blog Posts

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<td>Policy change for withdrawing published Cochrane Reviews</td>
<td>Harriet MacLehose</td>
<td>Oct 15, 2019</td>
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<td>Promoting Cochrane Reviews: how to plan dissemination activities</td>
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<td>Rejection policy: editorial management</td>
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## Policy for managing potentially problematic studies: implementation guidance

- Policy change for withdrawing published Cochrane 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

## PROSPERO: International prospective register of systematic 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

## Recent space activity

- Christine Schortheide: Version histories updated Sep 02, 2021
- Harriet MacLehose: WHO and PAHO addenda updated Jul 27, 2020