# 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

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## Access to archive of Cochrane Reviews

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## Complaints procedure: Cochrane Library

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<th>For Editors: editorial management</th>
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<td>This section provides guidance for editorial teams on how to implement the policies listed in the <em>Cochrane Editorial and Publishing Policy Resource</em> plus policies or information specific to Editors involved in the preparation and publication of Cochrane Reviews and other Cochrane content.</td>
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## Appeals policy: editorial management

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## Assigning What’s New events to Cochrane Reviews

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<td>• Authors using group name: Archie and RevMan guidance</td>
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## Cochrane Review Group Specialized Register: request for exemptions

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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

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)
- Copyright
- 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 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**

- **Christine Schorfheide**
  Version histories updated Sep 02, 2021 • view change

- **Liz Uooley**
  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

**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