# 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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<th>Pre-submission</th>
<th>Submission to publication</th>
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<td><strong>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.</strong></td>
<td><strong>Policies relevant to Cochrane content between submission for editorial review and up to publication.</strong></td>
<td><strong>Policies relevant to articles after publication.</strong></td>
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| **Cochrane Review proposals** | **Submission** | **Article sharing**
| **Policy:** Cochrane Review updates | **Plagiarism** | • Policy: article sharing
| • Updating Classification System | • Policy statement | • Inclusion in PubMed Central
| • Living systematic reviews | • Special circumstances for Cochrane Systematic Reviews | **Comments on Cochrane Reviews**
| • Citation of updated Cochrane Reviews | • Avoiding plagiarism | • Comments: policy and process overview
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| **Reporting search dates in Cochrane Reviews** | **Peer review** | • Citing comments
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| • Plain Language Expectations for Authors of Cochrane Summaries (PLEACS) | **Rejection of Cochrane Reviews** | **General editorial policies**
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| **Cochrane Style Manual** | **Copy-editing** | For Editors: editorial management

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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**

- 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 Editorial

Defamation

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

Conflict of interest: steps to action Research Integrity Editors and CoI 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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<tr>
<td>Christine Schortheide</td>
<td>Version histories updated Sep 02, 2021</td>
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<tr>
<td>Liz Uooley</td>
<td>Assigning What's New events to Cochrane Reviews updated Oct 29, 2020</td>
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<tr>
<td>Harriet MacLehose</td>
<td>WHO and PAHO addenda updated Jul 27, 2020</td>
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