# 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.

<table>
<thead>
<tr>
<th>Pre-submission</th>
<th>Submission to publication</th>
<th>After publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Policies relevant to Cochrane content between submission for editorial review and up to publication.</td>
<td>Policies relevant to articles after publication.</td>
</tr>
<tr>
<td>Cochrane Review proposals</td>
<td>Submission</td>
<td>Plagiarism</td>
</tr>
<tr>
<td>Cochrane Review updates</td>
<td>Policy: Cochrane Review updates</td>
<td>• Policy statement</td>
</tr>
<tr>
<td>• Updating Classification System</td>
<td>• Special circumstances for Cochrane</td>
<td>• Inclusion in PubMed Central</td>
</tr>
<tr>
<td>• Living systematic reviews</td>
<td>Systematic Reviews</td>
<td>Comments on Cochrane Reviews</td>
</tr>
<tr>
<td>• Citation of updated Cochrane Reviews</td>
<td>Avoiding plagiarism</td>
<td>• Comments: policy and process overview</td>
</tr>
<tr>
<td>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</td>
<td>• Authors reusing text from their published works</td>
<td>• Submitting comments on Cochrane Reviews and protocols</td>
</tr>
<tr>
<td>Reporting search dates in Cochrane Reviews</td>
<td>Peer review</td>
<td>Citing comments</td>
</tr>
<tr>
<td>Standards for Cochrane Reviews</td>
<td>• Peer review policy</td>
<td>• Comments submitted outside the Cochrane Library commenting system</td>
</tr>
<tr>
<td>• Cochrane Handbooks</td>
<td>• Exceptions to named peer review: special cases</td>
<td>Serious errors in published Cochrane Reviews</td>
</tr>
<tr>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td>• Peer reviewer conduct</td>
<td>Withdrawing published Cochrane Reviews</td>
</tr>
<tr>
<td>• Plain Language Expectations for Authors of CochraneSummaries (PLEACS)</td>
<td>Rejection of Cochrane Reviews</td>
<td>Supplemental data and files</td>
</tr>
<tr>
<td>Cochrane Style Manual</td>
<td>Appeals</td>
<td>Cochrane Style Manual</td>
</tr>
<tr>
<td>General editorial policies</td>
<td>Copy-editing</td>
<td>Cochrane Style Manual</td>
</tr>
<tr>
<td>General publishing policies</td>
<td>For Editors: editorial management</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>Appeals policy: editorial management</td>
<td>Appeals process</td>
</tr>
<tr>
<td>• Appeals process</td>
<td>Support resources (appeals)</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>Assigning What’s New events to Cochrane Reviews</td>
<td>Authorship and contributorship: editorial management</td>
</tr>
<tr>
<td>Citation versions: DOIs and URLs</td>
<td>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td>• Authors using group name: Archie and RevMan guidance</td>
</tr>
<tr>
<td>• Authors using group name: Archie and RevMan guidance</td>
<td>Change in author affiliation: RevMan and Archie guidance</td>
<td></td>
</tr>
<tr>
<td>Joint first authors: assigning in RevMan</td>
<td>Deceased authors: RevMan and Archie guidance</td>
<td></td>
</tr>
<tr>
<td>Change in author affiliation: RevMan and Archie guidance</td>
<td>Cochrane Review Group Specialized Register: request for exemptions</td>
<td></td>
</tr>
<tr>
<td>Deceased authors: RevMan and Archie guidance</td>
<td>Comments on Cochrane Reviews: editorial management</td>
<td></td>
</tr>
</tbody>
</table>
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 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

Christine Schorfheide
Steps to withdraw a Cochrane Review updated Feb 07, 2022 • view change

Version histories updated Sep 02, 2021 • view change

Liz Dooley
Assigning What’s New events to Cochrane Reviews updated Oct 29, 2020 • view change

Blog Posts


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

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