# 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><strong>Submission</strong></td>
<td><strong>Plagiarism</strong></td>
</tr>
<tr>
<td>Cochrane Review updates</td>
<td>• Policy: Cochrane Review updates</td>
<td>• Policy statement</td>
</tr>
<tr>
<td></td>
<td>• Updating Classification System</td>
<td>• Special circumstances for Cochrane Systematic Reviews</td>
</tr>
<tr>
<td></td>
<td>• Living systematic reviews</td>
<td>• Avoiding plagiarism</td>
</tr>
<tr>
<td></td>
<td>• Citation of updated Cochrane Reviews</td>
<td>• Authors reusing text from their published works</td>
</tr>
<tr>
<td>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</td>
<td><strong>Peer review</strong></td>
<td><strong>Rejection of Cochrane Reviews</strong></td>
</tr>
<tr>
<td>Reporting search dates in Cochrane Reviews</td>
<td>• Peer review policy</td>
<td><strong>Appeals</strong></td>
</tr>
<tr>
<td>Standards for Cochrane Reviews</td>
<td>• Exceptions to named peer review: special cases</td>
<td><strong>Copy-editing</strong></td>
</tr>
<tr>
<td></td>
<td>• Cochrane Handbooks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td></td>
</tr>
<tr>
<td>Supplemental data and files</td>
<td><strong>Citation versions: DOIs and URLs</strong></td>
<td>• Appeals process</td>
</tr>
<tr>
<td>Cochrane Style Manual</td>
<td>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td>• Support resources (appeals)</td>
</tr>
<tr>
<td>General editorial policies</td>
<td><strong>Complaints procedure: Cochrane Library</strong></td>
<td><strong>Assigning What’s New events to Cochrane Reviews</strong></td>
</tr>
<tr>
<td>General publishing policies</td>
<td></td>
<td><strong>Authorship and contributorship: editorial management</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Authors using group name: Archie and RevMan guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Joint first authors: assigning in RevMan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Change in author affiliation: RevMan and Archie guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Deceased authors: RevMan and Archie guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cochrane Review Group Specialized Register: request for exemptions</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Comments on Cochrane Reviews: editorial management</strong></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)

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)
- 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
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

- 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