

# Personal contact details

Each person in Archie has a single contact address. This is personal information and is NOT used in reviews.

People can update their own contact details in Archie or via their [Cochrane Account](#). Contact details are also editable by a user's Primary Group. These changes do not carry over to affiliations.

## Affiliation(s)

When a contact is allocated the Document role of Author, Archie automatically duplicates the contact address and adds it as Affiliation (1) for that author in RevMan Web. All further changes to affiliations must be made in RevMan Web. See [Authors and affiliations](#).

See also: [Privacy](#), [Style guidelines for names and contact information in Archie](#).