## For Editors: editorial management

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
  - O Change in author affiliation: RevMan and Archie guidance
  - Deceased authors: Implementation guidance
- Cochrane Review Group Specialized Register: request for exemptions
- Comments on Cochrane Reviews: editorial management
  - 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
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- 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
- EMD screening resources
  - Feedback from 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
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  - o Proposals from authors to conduct new or updated Cochrane Reviews: process and guidance
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  - Review proposal forms
- · Peer review: editorial management
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  - Editorial roles during the peer review process
  - Acknowledgement
  - Collating and addressing peer review comments
  - CRG and DTA editorial team peer review policies and procedures
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  - Delegation of peer review responsibilities
  - Exceptions to named peer review: editorial management
  - Feedback to peer reviewers
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  - Inviting peer reviewers to be authors
  - Number and expertise of peer reviewers: implementation
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  - O Support resources (peer review)
  - Cochrane TaskExchange: new peer reviewers
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  - o 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)
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- Promoting Cochrane Reviews: how to plan dissemination activities
- Rejection policy: editorial management
  - Implementing the rejection policy
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- Withdrawing published Cochrane Reviews: editorial management
  - Steps to withdraw a Cochrane Review
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