Version histories

- Appeals: policy
- Appeals policy: editorial management
- Access to archive of Cochrane Reviews
- Article sharing
- Assigning ‘What’s New’ events to Cochrane Reviews
- Authorship and contributorship
- Cochrane Handbooks
- Complaints procedure: Cochrane Library
- Cochrane Review Group Specialized Register: request for exemptions
- Cochrane Review proposals
- Cochrane Review updates
- Citation versions: DOIs and URLs
- Comments: policy
- Comments: editorial management
- Complimentary Cochrane Library access for Cochrane authors and Groups
- 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
- Conflicts of interest and Cochrane Reviews
- Co-publication
- Co-publication templates for CRG Managing Editors
- Copy Edit Support
- Date fields in Cochrane Reviews: overview
- Defamation
- Editorial responsibility and approval
- Editorial workflows for Cochrane Reviews
- EMD screening resources
- Impact factor
- International editorial organizations: information for Cochrane Editors
- Licence for publication forms
    - Standard | Cochrane Review
    - Standard | Protocol for a Cochrane Review
    - Creative Commons (Cochrane Reviews and protocols for Cochrane Reviews)
    - Standard | Cochrane Editorial
    - Creative Commons | Cochrane Editorial
    - WHO addendum | Standard licence | Protocol or Review
    - WHO addendum | Creative Commons licences | Protocol or Review
    - PAHO addendum | Standard licence | Protocol or Review
    - PAHO addendum | Creative Commons licences | Protocol or Review
- Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?
- Proposals for new Cochrane Reviews: editorial management
- Open access
- Overlapping scope: editorial management
- Peer review: policy
- Peer review: editorial management
- Permission to reuse Cochrane Reviews
- Permission to reuse Cochrane Reviews: translator terms and conditions
- Plagiarism: policy
- Plagiarism: editorial management
- Promoting Cochrane Reviews: how to plan dissemination activities
- Rejection of Cochrane Reviews: policy
- Rejection policy: editorial management
- Reporting search dates in Cochrane Reviews
- Serious errors in published Cochrane Reviews
- Standards for Cochrane Reviews
- Submission: policy
- External data and files
- Updating Classification System
- Withdrawing published Cochrane Reviews: policy
- Withdrawing published Cochrane Reviews: editorial management
- Archived pages
- General notes

Appeals: policy

Date	Section	What's new
August 2017	General	First version published.

Appeals policy: editorial management

Date	Section	What's new
26 Oct 2022	Appeals policy: editorial management Appeals process	Edited to reflect updated policy and process active from 27 October 2022.
20 Mar 2019	Support resources (appeals)	Added information about COPE and relevant resources.
August 2017	General	First version published.

Access to archive of Cochrane Reviews

Date	Section	What's new
19 Aug 2019	General	General text updates, including adding in subheadings, and new link to form to access archive for methological use.

Article sharing

Date	Section	What's new
14 Dec 2020	Inclusion in PubMed Central	Updated introductory information to reflect closure of PMC Canada.
19 Aug 2019	General	Section renamed from "Including Cochrane Reviews and Protocols in Scholarly Collaboration Networks (SCNs) and Repositories", and separated into general policy and information about including in PubMed Central. Updated general policy text with a link to howIcanshareit.com and a link to Wiley's information on Scholarly Communication Networks.
October 2018	Inclusion in PubMed Central	Clarification of dates in NIHR Programme Grants section.
01 Sept 2016	General	Updated to include scholarly collaboration networks and to reflect new green open access policy.

Assigning ‘What’s New’ events to Cochrane Reviews

Date	Section	What's new
03 Dec 2020	General	Added an example of when a new citation is not required: addition of new information to a withdrawal notice.
18 Dec 2019	General	• Further introductory sentence added to provide further information about how What's New events are used. • Text changed to indicate that when updating a review, 'What's New' events from previously published versions "must", rather than "should", be moved from the active 'What's New' table to the 'History' table. • Column heading changed from "'What's new' events to select" to "'What's New' events to select in RevMan".
19 Aug 2019	General	• Page title changed from “What's New events (publishing events) in Cochrane Reviews: new publication, new citation, or change in publication status” to “Policy for assigning ‘What’s New’ events” • Text changed to clarify policy requirements • Text about citations moved to new section ‘About citation versions’.
14 Feb 2019	General	Added an example of when a new citation is not required: addition of a comment and/or a reply to the feedback section but with no other changes to the (apart from minor typographical errors).
01 Sept 2018	General	Scenarios updated; the previous iteration of the policy is available as a PDF file.

Authorship and contributorship

Date	Section	What's new
16 Jul 2020	Deceased authors: RevMan and Archie guidance	Minor edit to correct the order of the steps in the guidance.
19 Aug 2019	Authorship disputes	New section (replace sentence in older version) with link out to relevant COPE resources.
19 Aug 2019	Deceased authors	Updated Archie/RevMan guidance on email address format.
19 Aug 2019	Criteria for authorship (authors on the by-line)	Updated section on 'Acknowledgements' to clarify permission must be granted by named individuals and added a link to relevant section of the ICMJE *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals*.
19 Aug 2019	Authors using a group name	Separated Archie/RevMan guidance from general guidance.
22 May 2019	Change in author affiliation	Added new section on a change to author affiliation.
12 Feb 2019	Deceased authors	Updated process for the licence for publication form when author deceased (advised by Publisher): a signed licence is required, but the licence may be submitted by the corresponding author on the others' behalf (provided he/she had the deceased authors' agreement and consent to publish in advance of their passing).

Cochrane Handbooks

Date	Section	What's new
01 Oct 2019	General	Updated link to new Handbook.
19 Aug 2019	General	Combined pages on the Handbooks (intervention and DTA) with links to websites for both resources.

Complaints procedure: Cochrane Library

Date	Section	What's new
19 Aug 2019	General	Changed to link to policy on Cochrane Library to remove duplication of content.

Cochrane Review Group Specialized Register: request for exemptions

Date	Section	What's new
16 May 2018	General	New.

Cochrane Review proposals

Date	Section	What's new
23 Jun 2022	Cochrane Review proposals	Full text removed, prior to new proposal process set to begin on 24 June 2022. Note added directing users to the Cochrane Library Author information page as first source of author-facing information on this topic.
30 Jun 2021	Cochrane Review proposals	Notification added directing users to the new Cochrane Library Editorial Policies page as the source for policy on review proposals.

19 Aug 2019	General	• Title change from "Registering titles for new Cochrane Reviews" to two sections "Cochrane Review proposals" (for prospective authors) and "Managing proposals for new Cochrane Reviews". • Clarified what is policy, and provided links for additional information for authors and editors.
19 Aug 2019	Proposals for new Cochrane Reviews: editorial management	Flowchart for registration of new titles replaced by guidance to accompany revised proposal forms. Added information on conflict of interest declarations, data protection, and storage of forms.

Cochrane Review updates

Date	Section	What's new
19 Aug 2019	Policy: Cochrane Review updates	Definition of updates and amendments: removed note that definitions from Handbook.
19 Aug 2019	General revision	Separated policy into sections.
19 Aug 2019	Living systematic reviews	General update; and this section added to updates.

Citation versions: DOIs and URLs

Date	Section	What's new
31 Jan 2019	Digital object identifier (DOI) and website address (URL) of a Cochrane Review	Updated with new Cochrane Library URL and Crossref DOI display guidelines.

Comments: policy

Date	Section	What's new
17 Nov 2020	All sections	Minor changes to update in relation to new processes for managing Comments
02 Sept 2020	Policy and process overview	Updated contact details
01 Feb 2019	Reports and presentations	Added report of Comments received during 2018. Updated information on how to cite comments.

Comments: editorial management

Date	Section	What's new
17 Nov 2020	All sections	Major revisions to reflect changes to the process for managing Comments.
02 Sept 2020	Process for dealing with submitted comments	Updated to reflect minor changes in process for screening Comments
02 Sept 2020	Receiving and responding to comments	Updated to reflect minor changes in process for screening Comments

Complimentary Cochrane Library access for Cochrane authors and Groups

Date	Change
19 Aug 2019	• Renamed from “Complimentary access to the Cochrane Library” to “Complimentary Cochrane Library access for Cochrane authors and Groups”. • Removed section about Journalists (as information available on Cochrane Library). • Removed section about "People with complimentary subscriptions activated before August 2013" as no longer applicable.
06 Dec 2016	Complimentary subscriptions changed to online access only.

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

Date	Change
19 Aug 2019	Updated list of journals from Wiley.
13 Nov 2013	Updated to include access for Cochrane Review Group Satellites.

Conflict of interest: steps to action Research Integrity Editors and CoI panel decisions

Date	Section	What's new
13 Oct 2020	Conflict of interest: steps to action Funding Arbiter decisions	Page renamed Conflict of interest: steps to action Research Integrity Editors and CoI panel decisions and updated throughout to reflect that decisions relating to Cochrane's conflict of policy are now made by Research Integrity Editors and the CoI panel (previously Funding Arbiters).
24 Feb 2020	Table 1: Which What's New/publishing event to use	What's New/publishing event for Protocols changed from 'Major Change', which generates a new citation, to 'Amended' (no new citation) to be consistent with the event required for Reviews.
17 Feb 2020	Conflict of interest: steps to action Funding Arbiter decisions	First version published.

Conflicts of interest and Cochrane Reviews

Date	Section	What's new
07 Jul 2021	Policy: conflicts of interest and Cochrane Reviews	Made minor edits to following sections: 1.1. 2.1. 2.2. 2.2.2. 2.2.3.
08 Jan 2021	Conflicts of interest and Cochrane Reviews	Amended to correct minor error in text.
23 Oct 2020	Policy: conflicts of interest and Cochrane Reviews	Updated text in section 8. If a Cochrane Review Group has questions about conflict of interest.
13 Oct 2020	Conflicts of interest and Cochrane Reviews	New text explaining the relationship between the 2014 and 2020 conflict of interest policies: Cochrane has two conflict of interest policies relating to Cochrane Library content. Which policy applies to a particular review or update depends on whether the title of the review was registered (or whether work began on the update in the case of an update) before or after 14 October 2014. • For reviews where the title was registered **after 14 October 2020** (and updates where the decision to update was made after this date) the Conflict of Interest Policy for Cochrane Library Content (2020) applies. All information on this policy is on the CoI Portal. • For reviews where the title was registered **before 14 October 2020** (and updates where the decision to update was made after this date) the 2014 version of the conflict of interest policy applies.

13 Oct 2020	Policy: conflicts of interest and Cochrane Reviews	Added statement at the top of the page **October 2020:** This policy was developed in 2014 and applies to all Cochrane Reviews that were registered before the launch of the Cochrane Conflict of Interest Policy for Cochrane Library Content (2020) on 14 October 2020, and any updates where the work began on the update before this date. Addition of links to applicable sections of the 2020 policy to Sections 3 and 8.
13 Oct 2020	Potential scenarios and actions for editorial teams and authors	Page removed (guidance obsolete)
16 Mar 2020	Policy: conflicts of interest and Cochrane Reviews	Added following statement at the top of the page: **March 2020:** This policy was developed in 2014 and applies to all Cochrane Reviews until the launch of the new *Cochrane Conflict of Interest Policy for Cochrane Library Content*, which is planned for July 2020. After the launch of the 2020 policy, the policy set out below will still apply to the following content: protocols being prepared based on new titles registered before the July launch date; protocols for Cochrane Reviews already in progress before the July 2020 launch date; and Cochrane Reviews (including updates) in progress before the July 2020 launch date.
19 Aug 2019	Policy: conflicts of interest and Cochrane Reviews	Revised out-of-date organizational and product names, including removing reference to the 'About The Cochrane Collaboration' database and updating Cochrane Steering Group to the Cochrane Governing Board.

Co-publication

Date	Section	What's new
22 Apr 2021	• Arranging co-publication of a Cochrane Review • Co-publication agreements with other journals • Co-publication forms • Reuse of published Cochrane content by Cochrane Groups	Updated Wiley contact info to Tony Aburrow, Senior Editor, Wiley; taburrow@wiley.com.
16 Feb 2021	• Policy and overview • Co-publication agreements with other journals	Updated to clarify what types of co-publication are available on both pages.
02 Feb 2021	• Co-publication agreements with other journals	Australian Occupational Therapy Journal changed to 'original commentary' only
06 Nov 2020	• Co-publication forms	Renamed from 'Co-publication forms and templates' and moved template information to Co-publication templates for CRG Managing Editors in the For Editors: editorial management section.

19 Oct 2020	• Policy and overview • Arranging co-publication of a Cochrane Review • Co-publication agreements with other journals • Co-publication forms and templates • Reuse of published Cochrane content by Cochrane Groups	Policy and Overview: • General edits made. Arranging co-publication of a Cochrane Review: • This is a new page includes information on how to arrange a post-publication and same day publication (previously 'simultaneous publication'). • This page also includes a workflow for arranging single permission requests. Co-publication agreements with other journals: • This page used to be named 'Agreements with journals for the co-publication of Cochrane Reviews'. • There is now a single, updated list of journals with Cochrane co-publication agreements with further information on what format each journal can publish. The list also includes journals previously listed in the 'Publishing summaries (e.g. 'Cochrane Corner')' page which has now been deleted. Co-publication forms and templates • An updated Word form has been added to 'Co-publication forms and templates' page. Reuse of published Cochrane content by Cochrane Groups • New page The following pages have been deleted: • Publishing summaries (e.g. a 'Cochrane Corner') • Simultaneous publication • Prior publication: publication in a journal before publication in the CDSR • Post-publication: publishing in a journal after publication in the CDSR • Co-publishing Updates of Cochrane Reviews • Co-publication process: how to request and implement
19 Aug 2019	Policy and overview	Minor updates to names/dates etc.
19 Aug 2019	Agreements between journals and the CDSR for co-publication of Cochrane Reviews	• Title changed from "Agreements between journals and the CDSR for co-publication of Cochrane Reviews" to "Agreements with journals for the co-publication of Cochrane Reviews". • Added Canadian Urological Association Journal, Musculoskeletal Science and Practice, and PM&R (Physical Medicine and Rehabilitation). • Updated contact details.
19 Aug 2019	Publishing summaries (e.g. a 'Cochrane Corner') of Cochrane Reviews in another journal or resource	• Title changed from "Publishing summaries of Cochrane Reviews in another journal or resource (e.g. a 'Cochrane Corner')" to "Publishing summaries(e.g. a 'Cochrane Corner') of Cochrane Reviews in another journal or resource". • Added AJPMR, Developmental NeuroRehabilitation, JMNI, Journal of Rehabilitation Medicine. • Updated contact details.
19 Aug 2019	Simultaneous publication: publication in a journal on the same or similar date	• Updated contact details.
19 Aug 2019	Prior publication: publication in a journal before publication in the CDSR	• Updated contact details.
19 Aug 2019	Post-publication: publishing in a journal after publication in the CDSR	• Updated contact details.
19 Aug 2019	Co-publication forms	• Updated contact details. • Updated contact details and minor edits to Word file (Cochrane-copublication-form).

11 Feb 2019	Agreements between journals and the CDSR for co-publication of Cochrane Reviews	Added *Journal of Evidence-based Medicine* and *Chinese Journal of Evidence-based Medicine*.
10 Oct 2018	Co-publication process: how to request and implement	Updated links and added new process diagram for clarity.
10 Oct 2018	Co-publishing Updates of Cochrane Reviews	Updated links to "permission to co-publish" form and "Co-publication process".
11 Feb 2019	Agreements between journals and the CDSR for co-publication of Cochrane Reviews	Co-publication agreements: added "Journal of Evidence-based Medicine" and "Chinese Journal of Evidence-based Medicine".
10 Oct 2018	n/a	Updated to reflect restructure of this section.
27 Oct 2014	Permission to reuse Cochrane Reviews	New section added: 'Inclusion of a Cochrane Protocol or Review in a thesis or dissertation'.
03 Jul 2013	n/a	Minor copy edits.
14 Apr 2011	n/a	Minor copy edits.
07 Apr 2011	n/a	First publication of the co-publication policy. Policy was developed by Cochrane (Harriet MacLehose and David Tovey) and Cochrane's publisher, John Wiley & Sons, Ltd (Bryony Urquhart and Deborah Pentesco-Gilbert).

Co-publication templates for CRG Managing Editors

Date	Section	What's new
06 Nov 2020	General	New.

Copy Edit Support

Date	Section	What's new
16 Jul 2020	General	Updated contact details for Copy Edit Support and updated team membership.

Date fields in Cochrane Reviews: overview

Date	Section	What's new

<table>
<tr><td>18 Jan 2021</td><td>General</td><td>Removed ‘Assessed as up-to-date’ and ‘Date next stage expected’

Details of removed content:

<table>
<tr><th rowspan="2">Type of date</th><th rowspan="2">Description</th><th rowspan="2">Added by</th><th colspan="4">Displayed?</th></tr>
<tr><th>Unpublished (in RevMan)</th><th>Cochrane Library search results page</th><th>Published Cochrane Review</th><th>PubMed</th></tr>
<tr><td>Assessed as up-to-date* n/a*</td><td>Editorial team/authors</td><td></td><td>Yes</td><td>No</td><td>No</td><td>No</td></tr>
<tr><td>Date next stage expected</td><td>Protocols = date full review expected; Reviews = date next update expected Authors</td><td></td><td>Yes</td><td>No</td><td>No</td><td>No</td></tr>
</table>
</td></tr>
<tr><td>19 Aug 2019</td><td>General</td><td>Updated to match current format for published Cochrane Reviews.</td></tr>
<tr><td>15 Jan 2015</td><td>General</td><td>Revised to focus on date fields only. Title changed from "Dates and events in Cochrane Reviews" to reflect this change.</td></tr>
</table>

Defamation

Date	Section	What's new
19 Aug 2019	General	Section changed from "Libel" to "Defamation". Updated links to publisher resources, and added section on "For Editors" plus updated contact details.

Editorial responsibility and approval

Date	Section	What's new
19 Aug 2019	General	New section that combines previous sections on editorial approval and editorial responsibility.

Editorial workflows for Cochrane Reviews

Date	Section	What's new
01 Aug 2017	General update	Updated heading from "IMS workflow for Cochrane Reviews" to "Editorial workflows for Cochrane Reviews". Added information about using workflows for reviews with no update planned.

EMD screening resources

Date	Section	What's new
19 Aug 2019	Feedback from Associate Editors	First version published.

Impact factor

Date	Section	What's new

24 Jun 2022	General	Added impact reports for 2018, 2019, 2020 (2018 report had been present only as 'pending'). Removed 2012 guidance for CRGs on how to influence impact factor.
29 Jun 2020	General	2019 impact factor added.
19 Aug 2019	General	2018 impact factor report added.

International editorial organizations: information for Cochrane Editors

Date	Section	What's new
19 Aug 2019	General	• Title chagned from "International editorial policies and good practice" to “International editorial organizations: information for Cochrane Editors”. • Highlighted where Cochrane membership opportunities. • Updated contact details. • Updated description of EQUATOR Network. • Added section on ORCID (text moved from separate standalone page). Removed line about Cochrane Library publication of ORCID IDs.
20 Sept 2017	General	Updated information on activating ISMTE membership.

Licence for publication forms

Date	Section	What's new
02 Sept 2021	Submitting forms on behalf of an author	Removed "no form is required, but a Managing Editor must submit a form to enable publication" from circumstance two, when an author is deceased, as this was in contradiction to the directions for editors at Deceased authors.
02 Nov 2020	Policy and process Where contributions are owned by Employer	• Added new sentence regarding when contributions are owned by employer • New page
19 Aug 2019	Submitting forms on behalf of an author	Updated "may" to "must".
25 Feb 2011	General	With effect from 25 February 2011, Managing Editors are no longer required to send paper copies of Licence for Publication forms to the Central Executive Team.

Standard | Cochrane Review

Licence version	Released date	Explanation of changes from previous version
4	23 Jan 2017	• External links updated.

3	21 Sept 2016	• Field added for digital object identifier (DOI) version number.
		• Revised authorship criteria for consistency with ICMJE criteria.
		• Authors are directed to the Cochrane Editorial and Publishing Policy Resource for Cochrane's updating policy.
		• Removed text about Cochrane Review Group approval ahead of publication (moved to Cochrane Editorial and Publishing Policy Resource).
		• Changed following author rights:
		  ○ Revised the rights to post in repositories and Scholarly Collaboration Networks (SCNs).
		  ○ Added sharing rights with colleagues.
		• Updated the section on contributions owned by Employer to include US National Institutes of Health (US NIH) employees and grantees, and UK National Institute for Health Research (UK NIHR).
		• Updated hyperlinks and minor text edit updates, including the addition of generic email addresses for all Wiley contacts and directing authors to Rightslink for permission requests.
		
		Note: Note that version 3 of the Cochrane standard (green OA) licence for publication form was due to launch on 21September 2016. Due to a technical hitch the new licence for publication form was not actually available until 14 October 2016. During this time 53 Cochrane Reviews and 29 Cochrane protocols were published under the previous version of the licence for publication. We would like to apologize for this and assure all Authors affected that we will honour the new licence terms, as described above. If you have any questions about this, please contact the Cochrane Editorial & Methods Department (emd@cochrane.org).

2	01 Feb 2013	Open access changes: • Amended to reflect the introduction of green open access. • Introduces the new right for authors to post the final accepted version of the Protocolor Review (in a format specified by the Publisher) in an institutional repository or any repository mandated by the author's funder, such as [insert an appropriate example], 12 months after publication. • Introduces text to explain automatic deposition to PMC and free access on CDSR 12 months after publication • Clarifies the right to post the Protocol or Review as an electronic file on the author's own website and/or the author's institution's intranet (previously stated website), using the PDF version of the article available in the *Cochrane Database of Systematic Reviews*. Other change: • Minor editing to the introductory text in italic as shown in the Policy Manual and RevMan versions (not needed in the Archie version).
1	—	— (Contact the Cochrane Editorial & Methods Department (emd@cochrane.org) for information about earlier versions.)

Standard | Protocol for a Cochrane Review

Licence version*	**Released date**	**Explanation of changes from previous version**
4	23 Jan 2017	• External links updated.

3	21 Sept 2016	• Field added for digital object identifier (DOI) version number.
		• Revised authorship criteria for consistency with ICMJE criteria.
		• Authors are directed to the Cochrane Editorial and Publishing Policy Resource for Cochrane's updating policy.
		• Removed text about Cochrane Review Group approval ahead of publication (moved to Cochrane Editorial and Publishing Policy Resource).
		• Changed following author rights:
		  ○ Revised the rights to post in repositories and Scholarly Collaboration Networks (SCNs).
		  ○ Added sharing rights with colleagues.
		• Updated the section on contributions owned by Employer to include US National Institutes of Health (US NIH) employees and grantees, and UK National Institute for Health Research (UK NIHR).
		• Updated hyperlinks and minor text edits, including the addition of generic email addresses for all Wiley contacts and directing authors to Rightslink for permission requests.
		
		Note: Note that version 3 of the Cochrane standard (green OA) licence for publication form was due to launch on 21 September 2016. Due to a technical hitch the new licence for publication form was not actually available until 14 October 2016. During this time 53 Cochrane Reviews and 29 Cochrane protocols were published under the previous version of the licence for publication. We would like to apologise for this and assure all Authors affected that we will honour the new licence terms, as described above. If you have any questions about this, please contact the Cochrane Editorial & Methods Department (emd@cochrane.org).

2	01 Feb 2013	Open access changes: • Amended to reflect the introduction of green open access. • Introduces the new right for authors to post the final accepted version of the Protocol or Review (in a format specified by the Publisher) in an institutional repository or any repository mandated by the author's funder, such as [insert an appropriate example], 12 months after publication. • Introduces text to explain automatic deposition to PMC and free access on CDSR 12 months after publication. • It also clarifies the right to post the Protocol or Review as an electronic file on the author's own website and/or the author's institution's intranet (previously stated website), using the PDF version of the article available in the *Cochrane Database of Systematic Reviews*. These new terms are backdated to 1 February 2013 for all authors who have signed the Licence for Publication Form between 1 February 2013 and today. Other changes: • New sections added to the Archie and RevMan versions (were already included in the Cochrane Policy Manual version): UK Government work (Crown Copyright); US Government work; Other Government work; World Health Organization (WHO) work. • New addition: National Institutes of Health (NIH) grantees. • Minor editing to the introductory text in italic as shown in the Policy Manual and RevMan versions (not needed in the Archie version). Addendum to licence for publication of a World Health Organization (WHO) manuscript as a Cochrane Review : • Corrected the number of the addendum clauses. • Updated the following sentence in Clause 7 to include non-WHO author rights: "The preferred format is "The World Health Organization and [Author X] and [Author Y] retain copyright and all other rights in their respective contributions to the manuscript of this Review as submitted for publication"." • Addendum has been prepared as a Microsoft Word (97-2003) file for authors to download from the Cochrane Policy Manual.
1	—	— (Contact the Cochrane Editorial & Methods Department (emd@cochrane.org) for information about earlier versions.)

Creative Commons (Cochrane Reviews and protocols for Cochrane Reviews)

Licence version	Release date	Explanation of changes from previous version
3	23 Jan 2017	• External links updated.

2	21 Sept 2016	• Based on Creative Commons v4.0 for CC BY, CC BY-NC, and CC BY NC-ND.
		• Field added for digital object identifier (DOI) version number.
		• Revised authorship criteria for consistency with ICMJE criteria.
		• Authors are directed to the Cochrane Editorial and Publishing Policy Resource for Cochrane's updating policy, consistent with the standard licence.
		• Removed text about Cochrane Review Group approval ahead of publication (moved to Cochrane Editorial and Publishing Policy Resource), consistent with the standard licence.
		• Terms of use: removed line around "commercial purposes" in the CC BY licence.
		• "permission to republish" sections updated so that they are relevant to individual CC BY licences (e.g. NC/ND versions).
		• Changed following author rights:
		  ○ Revised the rights to post in repositories and Scholarly Collaboration Networks (SCNs).
		  ○ Added sharing rights with colleagues.
		• Updated the section on contributions owned by Employer to include US National Institutes of Health (US NIH) employees and grantees, and UK National Institute for Health Research (UK NIHR).
		• Updated hyperlinks and minor text edit updates, including the addition of generic email addresses for all Wiley contacts and directing authors to Rightslink for permission requests.

1	01 Feb 2013	First version; based on Creative Commons v3.0 for CC BY, CC BY-NC, and CC BY-NC-ND.

Standard | Cochrane Editorial

Licence version	Release date	Explanation of changes from previous version
3	19 Aug 2019	Updated contact details and link for permissions.
2	19 Sept 2017	Updated for consistency with standard licence for a Cochrane Review, version 4.
1	17 Mar 2010	New.

Creative Commons | Cochrane Editorial

Licence version	Release date	Explanation of changes from previous version
2	19 Aug 2019	Updated contact details and link for permissions.
1	19 Sept 2017	New - based upon Creative Commons CC BY-NC licence for a Cochrane Review, version 3.

WHO addendum | Standard licence | Protocol or Review

Addendum version	Release date	Explanation of changes from previous version
3	21 Sept 2016	• Updated title to be consistent with the WHO Creative Commons addendum. • The 'INSERT TITLE' section of Clause 1 was removed. • In Clause 1, the sentence in parenthesis referring to non-WHO authors was removed. • In Clause 5, a contact email address for seeking permission to re-publish was provided and the postal address for John Wiley and Sons Ltd. was removed. • Clause 6 was split. The content of that section now forms two Clauses. Clause 7 now starts at the sentence beginning with 'WHO agrees that any and all copies of the Review'. All Clauses following this have been re-numbered.
2	01 Feb 2013	• Corrected the number of the addendum clauses. • Updated the following sentence in Clause 7 to include non-WHO author rights: "The preferred format is "The World Health Organization and [Author X] and [Author Y] retain copyright and all other rights in their respective contributions to the manuscript of this Review as submitted for publication"." • Addendum has been prepared as a Microsoft Word (97-2003) file for authors to download from the Cochrane Policy Manual.
1	25 Jan 2011	New

WHO addendum | Creative Commons licences | Protocol or Review

Addendum version	Released date	Explanation of changes from previous version
2	14 Jul 2020	The WHO addendum for the Creative Commons licences for publication has been modified to permit the terms of the applicable Creative Commons 3.0 IGO Licence. This licence type grants the same re-use conditions as a standard CC-BY licence with the additional condition that when the Licensor is an intergovernmental organization (in this case the WHO), any disputes will be resolved by mediation and arbitration unless otherwise agreed. Further information on the conditions and benefits of an IGO licence can be found here.

1	21 Sept 2016	New.

PAHO addendum | Standard licence | Protocol or Review

Addendum version	Release date	Explanation of changes from previous version
2	21 Sept 2016	• Updated title to be consistent with the PAHO Creative Commons addendum. • The 'INSERT TITLE' section of Clause 1 was removed. • In Clause 1, the sentence in parenthesis referring to non-PAHO authors was removed. • In Clause 5, a contact email address for seeking permission to re-publish was provided and the postal address for John Wiley and Sons Ltd. was removed. • Clause 6 was split. The content of that section now forms two Clauses. Clause 7 now starts at the sentence beginning with 'PAHO agrees that any and all copies of the Review'. All Clauses following this have been re-numbered.
1	15 Jan 2014	New.

PAHO addendum | Creative Commons licences | Protocol or Review

Addendum version	Release date	Explanation of changes from previous version
1	21 Sept 2016	New.

Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?

Date	Section	What's new
29 Jun 2022	General	Removed content from page and installed redirect to https://www.cochranelibrary.com/about/author-information.
19 Aug 2019	General	Moved the linked flowchart about the editorial process for title registration to Title formats for Cochrane Reviews. Updated terminology and removed need for Centres to provide support with queries now covered by Cochrane Support team.

Proposals for new Cochrane Reviews: editorial management

Date	Section	What's new
10 Jun 2021	Title formats for Cochrane Reviews	Added wording that Methodology Reviews should be handled by the Methodology Review Group only
17 Sept 2020	Review proposal forms	Minor corrections to all forms
16 Sept 2020	Review proposal forms	Updated forms for Cochrane Reviews of interventions, diagnostic test accuracy, methology, and prognosis studies, and for Cochrane overviews.
12 Nov 2019	Review proposal forms	Added form for methodology Cochrane Reviews.

14 Oct 2019	Review proposal forms	Updated forms for Cochrane Reviews of interventions and diagnostic test accuracy studies. Added new form for Cochrane Reviews of prognosis studies.
19 Aug 2019	Review proposal forms	• Renamed "Managing title registration (for Cochrane Review Groups)" to "Review proposal forms". Removed historical note that these forms, developed by the Cochrane Editorial Resources Committee (since disbanded), were previously called Title Registration Forms and were renamed "review proposal forms" in 2013. • Updated to latest version of forms (August 2019), including revisions for data protection compliance.
19 Aug 2019	Title formats for Cochrane Reviews	Collated relevant information; added the flowchart (previously linked to Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?).
19 Aug 2019	General	• Title change from "Registering titles for new Cochrane Reviews" to two sections "Cochrane Review proposals" (for prospective authors) and "Managing proposals for new Cochrane Reviews". • Removed text about registering diagnostic test accuracy reviews (out of date).

Open access

Date	Section	What's new
19 Aug 2019	Gold open access	Clarified that PDF version submitted is set out in the licence for publication forms.
19 Aug 2019	Green open access	Clarified that PDF version submitted is set out in the licence for publication forms.
19 Aug 2019	Policy overview (open access)	New page for this overview; and added subheading and text for Editorials.
08 Feb 2019	Green open access	Clarification of green open access arrangements for Cochrane Reviews and protocols.
21 Sept 2016	Open access policy	Green open access policy was updated.
01 Feb 2013	Open access policy (first version)	Open-access options were introduced for the *Cochrane Database of Systematic Reviews* (*CDSR*).

Overlapping scope: editorial management

Date	Section	What's new
19 Aug 2019	Steps to resolve potential overlap with a new title	• Removed from step 15 following introduction of Cochrane peer review policy: "This will be dependent on the policy of the Host CRG, recognising that some CRGs do not operate an 'open peer review' system. The policy of the Host CRG will prevail." • Changed step 16 to reflect current topics publication process: "The protocol and subsequent review are included in both CRGs' Topic Lists, which are reflected on the 'Browse' menu in the Cochrane Library." to "CRGs can add the protocol and subsequent review to both CRGs' topic lists."
19 Aug 2019	General	• Combines past 'Avoiding duplication' and 'Overlapping scope' sections. • Separated into 'Potential overlap with ongoing or published reviews' and 'Potential overlap with new titles'.

Peer review: policy

Date	Section	What's new
19 Aug 2019	Inviting peer reviewers	Redirected link to Peer reviewer conduct from previous reference to a 'Resources for peer reviewers' page.
19 Aug 2019	Exceptions to named peer review: special cases	New page added for the post-implementation phase.

19 Aug 2019	Type of peer review	Added in text in italic: Note that Consumer peer reviewers are exempt from the named peer review process, and may remain anonymous if they wish to do so. *(Consumers still follow the policy for Declarations of potential conflicts of interest for peer reviewers).*
19 Aug 2019	Peer review policy	Removed "Note: this policy is currently being implemented across all Cochrane groups. It will be implemented fully by all Cochrane groups by January 2019."
15 May 2019	Type of peer review	Added statement regarding consumer reviewers remaining anonymous.
May 2018	Peer review policy	Organizational peer review policy published.

Peer review: editorial management

Date	Section	What's new
10 Jun 2021	Peer review checklists	Updated checklists to include up to date links to Handbook: • Intervention protocol • Overview protocol • Overview review
26 Apr 2021	Inviting peer reviewers	Updated information on what the invitation email to authors should include: "The invitation email should contain the following: The title and abstract and plain language summary of the Cochrane Review (or title only if a protocol);"
19 Mar 2021	Acknowledgement	Cleared up an inconsistency between the policy and guidance around Acknowledgement of peer reviewers: The policy states a named peer-review process, but does not state that peer review names need to be made publicly available. The guidance implied that peer reviewer names should be made publicly available unless anonymity was agreed by the EinC. The wording in the guidance has been changed in the following sections to address this inconsistency: Display on CRG website Acknowledgement in the Cochrane Review
05 Oct 2020	Declarations of potential conflicts of interest for peer reviewers: implementation information	Corrected link to conflict of interest policy
16 Jul 2020	Acknowledgement	Corrected Archie search term from "Peer reviewer" to "External referee".
03 Oct 2019	Exceptions to named peer review: editorial management	Added "Reason(s) for opting to remain anonymous" to the list of information that needs to be provided to the Editorial & Methods Department.
19 Aug 2019	Cochrane TaskExchange: new peer reviewers	New section added.
19 Aug 2019	Peer review checklists	Updated guidance for consumer peer reviewers to v3. General updates/revisions to branding/format, contact details, and terminology. Updated peer review checklists to v3. Added data protection statement, updated acknowledgement, links and formatting.

Permission to reuse Cochrane Reviews

Date	Section	What's new

19 Aug 2019	General update	Policy focuses on *Cochrane Database of Systematic Reviews* (*CDSR*) and section heading reflects this. General revisions for currency. Removed following sections as information available on the Cochrane Library: Permission to re-use of material from the Cochrane Library website; Reprints of Cochrane Review. Removed following section as information available on the Handbook Cochrane pages: Permission to re-use material from the Cochrane Handbook for Systematic Reviews of Interventions.

Permission to reuse Cochrane Reviews: translator terms and conditions

Version	Release date	Explanation of changes from previous version
2	21 May 2020	• Clarified what volunteer translators can expect in consideration of their contribution. • Added the expectation that translators make use of translation guidance and standard processes. • Clarified that translators can reject assigned tasks and that Cochrane is also not obliged to offer translation work to translators. • Reformulated the text to make it more plain language.
1	19 Aug 2019	Removed reference to Memsource in introductory text.
1	12 Mar 2018	New.

Plagiarism: policy

Date	Section	Change
19 Aug 2019	Across policy	Minor revisions for currency and updates of contact details.
September 2014	n/a	New policy; the following group of people contributed to the development of this policy: Ann Jones, Anna Hobson, Gavin Stewart, Harriet MacLehose, Karin Dearness, Laura Prescott, Liz Wager, Paul Garner, Peter Tugwell, Phil Wiffen, Ruth Brassington, Sera Tort. The starting point for this policy was text drafted by Liz Wager and Phil Wiffen on publication ethics, including plagiarism.

Plagiarism: editorial management

Date	Section	Change
19 Aug 2019	Across policy	Minor revisions for currency and updates of contact details.
September 2014	n/a	New policy; the following group of people contributed to the development of this policy: Ann Jones, Anna Hobson, Gavin Stewart, Harriet MacLehose, Karin Dearness, Laura Prescott, Liz Wager, Paul Garner, Peter Tugwell, Phil Wiffen, Ruth Brassington, Sera Tort. The starting point for this policy was text drafted by Liz Wager and Phil Wiffen on publication ethics, including plagiarism.

Promoting Cochrane Reviews: how to plan dissemination activities

Date	Section	What's new
19 Aug 2019	General	Content revised and directs readers to locations for key information on dissemination.

Rejection of Cochrane Reviews: policy

Date	Section	What's New
19 Aug 2019	Policy: rejection of Cochrane Reviews	Moved 'definitions' from a standalone section and into the 'Policy' section. Edited wording of 'withdrawn' definition.

August 2017	New policy	Added to policy resource.

Rejection policy: editorial management

Date	Section	What's New
25 Sept 2017	Implementing the rejection policy	Amended instructions for unpublished Cochrane Review or unpublished update of a Cochrane Review (on the history tab).
August 2017	New policy	Added to policy resource.

Reporting search dates in Cochrane Reviews

Date	Section	What's new
19 Aug 2019	General	• Updated the policy and guidance introduction. • Added information about what to show in the search appendix. • Added a note for editorial base staff at the end of the document on how to correctly populate the 'Assessed as up-to-date' field and 'Date of search' fields in RevMan.
25 May 2017	General	Clarified definition of "Full search – results fully incorporated" in Table and provided references.
January 2015	General information	At the joint meetings of the Co-ordinating Editors, Managing Editors, and Trials Search Co-ordinators held during the Cochrane Colloquia in Auckland (2012) and Quebec (2013) it was agreed that 'Date of search' should be used instead of 'Assessed as up-to-date' to reflect the search and full incorporation of all search results into a Cochrane Review. The technical issues associated with retiring the 'Assessed as up-to-date' field are currently being addressed by Cochrane and Wiley; however this will not prevent editorial teams from adhering to this new policy on how to report search dates.

Serious errors in published Cochrane Reviews

Date	Section	What's new
19 Aug 2019	General	Updated and revised: definition of serious errors revised to include factual errors in describing one or more included studies; and the process has been revised to direct notification to the Editor in Chief who will work with the Co-ordinating Editor and Network Senior Editor.

Standards for Cochrane Reviews

Date	Section	What's new
19 Aug 2019	Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)	Outdated 'Process of writing plain language summaries' removed.
19 Aug 2013	MECIR and PLEACS	New section that includes high-level information about MECIR standards and PRISMA.

Submission: policy

Date	Section	What's new
27 Oct 2020	General	First version published.

External data and files

Date	Section	What's new
19 Aug 2019	General	General revision.
08 Mar 2019	General	Expanded the options for suitable repositories.

Updating Classification System

Date	Section	What's new
29 Sept 2020	Support resources (updating classification system)	Added report on publication
25 Apr 2019	Guide to applying to Cochrane Reviews	Added updated version of guide.
13 Sept 2016	Guide to applying to Cochrane Reviews	Added updated version of guide.
16 Sept 2016	Support resources (updating classification system)	Added recording of webinar and PDF file of webinar slides.

Withdrawing published Cochrane Reviews: policy

Date	Section	What's new
19 Aug 2019	General	Definition of serious errors revised to include factual errors in describing one or more included studies.
19 Aug 2019	General	Policy updated to define that reviews should only be withdrawn in exceptional circumstances, as set out in the policy.

Withdrawing published Cochrane Reviews: editorial management

Date	Section	What's new
14 Oct 2019	Steps to withdraw a Cochrane Review	Clarified which steps should be used for published protocols of Cochrane Reviews.
19 Aug 2019	General	New section to reflect updated policy.

Archived pages

Date	Area	Note
19 Aug 2019	General	Following sections removed: • RevMan and Archie general information (available on separate sites, including Archie Help) • Cochrane Register of Studies (available on separate site) • Publication cycle and interaction between Cochrane and publisher systems (outdated; may be updated in the future) • Readability (redundant) • Cochrane Editorial Unit pre-publication screening of new Cochrane systematic reviews of interventions (redundant) • Copy-editing: Cochrane Style Manual (redundant; duplicates info in the Cochrane Style Manual space) • General *Cochrane Database of Systematic Reviews* and Cochrane Library information, including descriptions, overview of access options, permissions and reprints, editorial team, Oversight Committee, publisher information (available on the Cochrane Library) • Cochrane evidence summaries (out of date; available elsewhere) • Derivative products (out of date) • Partnership products (out of date and superseded elsewhere)
19 Aug 2019	Introduction to Publish When Ready	Document prepared for the move from monthly publication to 'when ready' publication for Cochrane Reviews and protocols for Cochrane Reviews. Covered following areas: About Publish When Ready (general information); Publish When Ready publication steps and schedules; Author and editing steps; Impact on other databases and published content; Changes for dissemination activities, including press releases; Publication reports; Upon publication in the *Cochrane Database of Systematic Reviews* (*CDSR*) and The Cochrane Library; and Support and training. Previously hosted on https://community.cochrane.org. Updated: minor update 26 November 2014, introduced initially in June 2013. Download PDF

General notes

Date	Note
20 Aug 2013	The Cochrane Policy Manual was replaced by Editorial Policy and Publication Resource and the Cochrane Organisational Policy Manual (since retired). Many sections included in this resource originated from the Cochrane Policy Manual, which had been maintained and developed by the Central Executive Team. The Cochrane Editorial Unit (CEU) (now called the Cochrane Editorial & Methods Department) led the development of this resource with assistance from Noémie Aubert Bonn (CEU intern, February to September 2013). The CEU is grateful to those people who provided feedback on the resource as it developed and to those people who prepared text for each section (see named individuals on each section) or provided feedback on drafts.