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.

Pre-submission

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.

Cochrane Review proposals

Cochrane Review updates

- Policy: Cochrane Review updates
- Updating Classification System
- Living systematic reviews
- Citation of updated Cochrane Reviews

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

Reporting search dates in Cochrane Reviews

Standards for Cochrane Reviews

- Cochrane Handbooks
- Methodological Expectations of Cochrane Intervention Reviews (MECIR)
- Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)

External data and files

Cochrane Style Manual

Submission to publication

Policies relevant to Cochrane content between submission for editorial review and up to publication.

Submission

Plagiarism

- Policy statement
- Special circumstances for Cochrane Systematic Reviews
- Avoiding plagiarism
- Authors reusing text from their published works

Peer review

- Peer review policy
- Exceptions to named peer review: special cases
- Peer reviewer conduct

Rejection of Cochrane Reviews

Appeals

Copy-editing

After publication

Policies relevant to articles after publication.

Article sharing

- Policy: article sharing
- Inclusion in PubMed Central

Comments on Cochrane Reviews

- Comments: policy and process overview
- Submitting comments on Cochrane Reviews and protocols
- Citing comments
- Comments submitted outside the Cochrane Library commenting system

Serious errors in published Cochrane Reviews

Withdrawing published Cochrane Reviews

General editorial policies

General publishing policies

General publishing policies and related information.

Access to archive of Cochrane Reviews

Advertising

Citation versions: DOIs and URLs

- Digital object identifier (DOI) and website address (URL) of a Cochrane Review

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
- Change in author affiliation: RevMan and Archie guidance
- Deceased authors: Implementation guidance

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

Complaints procedure: Cochrane Library

Complimentary Cochrane Library access for Cochrane authors and Groups

Co-publication

- Policy and overview
- Arranging co-publication of a Cochrane Review
- Co-publication agreements with other journals
- Converting systematic reviews (non-Cochrane) to Cochrane Reviews
- Submitting abstracts to conferences
- Co-publication forms
- Reuse of published Cochrane content by Cochrane Groups

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
- Licence for publication forms for Cochrane Reviews and protocols
- Licence for publication forms for editorials

Open access

- Policy overview (open access)
- Gold open access
- Green open access
- Funder mandates
- How open is it?

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

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

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

Proposals for new Cochrane Reviews: editorial management

- Proposals from authors to conduct new or updated Cochrane Reviews: process and guidance
- Title formats for Cochrane Reviews
- Review proposal forms

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

Permission to reuse Cochrane 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

PROSPERO: International prospective register of systematic reviews

- 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)

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

Recent space activity



Christine Schorfheide
Version histories updated Oct 26, 2022 view change
Review proposal forms updated Jul 13, 2022 view change
Gold open access Cochrane Reviews and Protocols: editorial management updated Apr 22, 2022 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