

Co-publication templates for CRG Managing Editors

Templates: Correspondence between Cochrane Review Group and author - for CRG Managing Editors

- [Request author to complete the 'Permission to co-publish' form](#)
- [Request author to provide additional information in the 'Permission to co-publish' form](#)
- [Permission to co-publish a Cochrane Review in a journal is granted](#)
- [Permission to co-publish in a journal is denied](#)

Request author to complete the 'Permission to co-publish' form

Dear [insert name]

Thank you for requesting permission to co-publish your Cochrane Review entitled "[insert title]" ([insert article DOI (e.g. <https://doi.org/10.1002/14651858.CD013308>)) in the journal [insert journal title]. To collect all necessary information, please complete Section 1 of the 'Permission to co-publish' form (available from [insert website address]/attached to this email) with as much information as possible and return to me at the address below.

The Cochrane co-publication policy can be found in the [Cochrane Editorial and Publishing Policy Resource](#); you will be asked to confirm that you agree to adhere to all requirements for co-publication, as outlined in the co-publication policy.

If you have any queries about this process, please contact me at the address below.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Request author to provide additional information in the 'Permission to co-publish' form

Dear [insert name]

Thank you for submitting the permission to co-publish form for your Cochrane Review entitled "[insert title]" ([insert article DOI (e.g. <https://doi.org/10.1002/14651858.CD013308>)) in the journal [insert journal title]. Before we can consider your request, please answer the questions below, providing as much detail as possible.

You should insert your answers into the "Authors' comments" section of your completed 'Permission to co-publish' form, which is attached to this email.

The Cochrane co-publication policy can be found in the [Cochrane Editorial and Publishing Policy Resource](#); please be aware that by completing this form that you agree to adhere to all requirements for co-publication, as outlined in the co-publication policy.

If you have any queries about this process, please contact me at the address below.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Permission to co-publish a Cochrane Review in a journal is granted

Dear [insert name]

Thank you for requesting permission to co-publish your Cochrane Review entitled "[insert title]" ([insert article DOI (e.g. <https://doi.org/10.1002/14651858.CD013308>)) in the journal [insert journal title].

I am pleased to be able to tell you that permission to co-publish has been granted, subject to adherence to the points outlined below. The journal has also agreed to adhere to these criteria:

- [Authors must ensure to make a complete statement to the journal editor so they are aware that a submission is based on a Cochrane Review and should share the permission to co-publish form with the journal Managing Editor once it is completed.](#)
- The journal version must faithfully reflect the data and interpretations of the Cochrane version. Where journal editing and peer review have resulted in differences in the data or interpretation, these should be discussed with the CRG, and, where appropriate, incorporated into a revised version of the Cochrane Review at the next available opportunity, and with appropriate acknowledgement to the journal's peer reviewers/editors.
- The title of the journal version should indicate that it is a secondary publication of the Cochrane Review, preferably by including 'Cochrane Review' or 'Cochrane Systematic Review' in the title.
- The support of the CRG in publishing the Cochrane Review should be acknowledged in an appropriate place in the journal version (e.g. in the Acknowledgements section).
- The Cochrane Review must be cited in the reference list of the journal version.
 1. A footnote should be placed on the title page of the journal version to inform readers and documenting agencies that the paper has been published previously, either in whole or in part, citing the primary publication (CDSR); for example: "This article is based on a Cochrane Review published in the *Cochrane Database of Systematic Reviews* (CDSR) YYYY, Issue X, DOI: 10.1002/14651858.CD00xxxx (see [ww](#))"

- w.cochranelibrary.com for information). Cochrane Reviews are regularly updated as new evidence emerges and in response to feedback, and the *CDSR* should be consulted for the most recent version of the review."
2. The Cochrane Review published in the *CDSR* should reference the journal version in the section 'Other published versions of this review' as soon as possible after publication of the journal version or when in press.

Please send a copy of the journal version of your article to me upon publication and, in the meantime, do come back to me if you have any queries about this process.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Permission to co-publish in a journal is denied

Dear [insert name]

Thank you for requesting permission to co-publish your Cochrane Review entitled "[insert title]" ([insert article DOI (e.g. <https://doi.org/10.1002/14651858.CD013308>)] in the journal [insert journal title].

Unfortunately, your request to co-publish this Cochrane Review has been refused.

This decision was reached in consultation with the Editor in Chief of the Cochrane Library, and the reasons for this decision are outlined below:

Do come back to me if you have any queries about this process.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]