# 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
- 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

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<td>- General publishing policies and related information.</td>
<td>- Access to archive of Cochrane Reviews</td>
<td>- This section provides guidance for editorial teams on how to implement the policies listed in the <em>Cochrane Editorial and Publishing Policy Resource</em> plus policies or information specific to Editors involved in the preparation and publication of Cochrane Reviews and other Cochrane content.</td>
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| - Citation versions: DOIs and URLs | - Digital object identifier (DOI) and website address (URL) of a Cochrane Review | - Appeals process
- Support resources (appeals) |
| - Assigning What’s New events to Cochrane Reviews | - 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

### 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
- Review proposal forms updated Jul 13, 2022
- Gold open access Cochrane Reviews and Protocols: editorial management updated Apr 22, 2022

### 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