# 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*.

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| General publishing policies and related information. | 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.

**Access to archive of Cochrane Reviews**

**Advertising**

**Citation versions: DOIs and URLs**

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

**Complaints procedure: Cochrane Library**

**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: RevMan and Archie guidance

**Cochrane Review Group Specialized Register: request for exemptions**

**Comments on Cochrane Reviews: editorial management**
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**

**Complimentary access to 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

**Confidential 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
- Standard (Cochrane Reviews)
- Creative Commons (Cochrane Reviews)
- Editorial
- WHO and PAHO addenda

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

**Permission to reuse Cochrane Reviews**

**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**

**Editorial workflows for Cochrane Reviews**
- About editorial workflows for Cochrane Reviews
- Policy for use of editorial workflows by Cochrane Review Groups
- User documentation and support

**EMD screening resources**
- Feedback from Network 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**
- Review proposal forms
- Editorial process: titles

**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**
- 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

### PROSPERO: International prospective register of systematic reviews

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### Recent space activity

- **Christine Schorfheide**
  - Version histories updated Sep 02, 2021 • view change

- **Liz Uooley**
  - Assigning What’s New events to Cochrane Reviews updated Oct 29, 2020 • view change

- **Harriet MacLehose**
  - WHO and PAHO addenda updated Jul 27, 2020 • 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