# 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*, and other Cochrane content.

<table>
<thead>
<tr>
<th>Pre-submission</th>
<th>Submission to publication</th>
<th>After publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Policies relevant to Cochrane content between submission for editorial review and up to publication.</td>
<td>Policies relevant to articles after publication.</td>
</tr>
<tr>
<td>Cochrane Review proposals</td>
<td>Submission</td>
<td>Article sharing</td>
</tr>
<tr>
<td>Cochrane Review updates</td>
<td>Plagiarism</td>
<td>• Policy: article sharing</td>
</tr>
<tr>
<td>• Policy: Cochrane Review updates</td>
<td>• Policy statement</td>
<td>• Inclusion in PubMed Central</td>
</tr>
<tr>
<td>• Updating Classification System</td>
<td>• Special circumstances for Cochrane Systematic Reviews</td>
<td></td>
</tr>
<tr>
<td>• Citation of updated Cochrane Reviews</td>
<td>• Avoiding plagiarism</td>
<td></td>
</tr>
<tr>
<td>Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?</td>
<td>Authors reusing text from their published works</td>
<td></td>
</tr>
<tr>
<td>Reporting search dates in Cochrane Reviews</td>
<td>Peer review</td>
<td>Comments on Cochrane Reviews</td>
</tr>
<tr>
<td>Standards for Cochrane Reviews</td>
<td>• Peer review policy</td>
<td>• Comments: policy and process overview</td>
</tr>
<tr>
<td>• Cochrane Handbooks</td>
<td>• Exceptions to named peer review: special cases</td>
<td>• Submitting comments on Cochrane Reviews and protocols</td>
</tr>
<tr>
<td>• Methodological Expectations of Cochrane Intervention Reviews (MECIR)</td>
<td>• Peer reviewer conduct</td>
<td>• Citing comments</td>
</tr>
<tr>
<td>• Plain Language Expectations for Authors of Cochrane Summaries (PLEACS)</td>
<td>Rejection of Cochrane Reviews</td>
<td>• Comments submitted outside the Cochrane Library commenting system</td>
</tr>
<tr>
<td>Supplemental data and files</td>
<td>Appeals</td>
<td>Serious errors in published Cochrane Reviews</td>
</tr>
<tr>
<td>Cochrane Style Manual</td>
<td>Copy-editing</td>
<td>Withdrawing published Cochrane Reviews</td>
</tr>
</tbody>
</table>

# General editorial policies

<table>
<thead>
<tr>
<th>General publishing policies</th>
<th>For Editors: editorial management</th>
</tr>
</thead>
<tbody>
<tr>
<td>General publishing policies and related information.</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>
</tr>
<tr>
<td>Access to archive of Cochrane Reviews</td>
<td>Appeals policy: editorial management</td>
</tr>
<tr>
<td>Advertising</td>
<td>• Appeals process</td>
</tr>
<tr>
<td>Citation versions: DOIs and URLs</td>
<td>• Support resources (appeals)</td>
</tr>
<tr>
<td>• Digital object identifier (DOI) and website address (URL) of a Cochrane Review</td>
<td>Assigning What’s New events to Cochrane Reviews</td>
</tr>
<tr>
<td>Complaints procedure: Cochrane Library</td>
<td>Authorship and contributorship: editorial management</td>
</tr>
<tr>
<td></td>
<td>• Authors using group name: Archie and RevMan guidance</td>
</tr>
<tr>
<td></td>
<td>• Joint first authors: assigning in RevMan</td>
</tr>
<tr>
<td></td>
<td>• Change in author affiliation: RevMan and Archie guidance</td>
</tr>
<tr>
<td></td>
<td>• Deceased authors: RevMan and Archie guidance</td>
</tr>
<tr>
<td></td>
<td>Cochrane Review Group Specialized Register: request for exemptions</td>
</tr>
<tr>
<td></td>
<td>Comments on Cochrane Reviews: editorial management</td>
</tr>
</tbody>
</table>
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 selected Wiley journals for Cochrane Review Groups and Satellites**

**Conflict of interest: steps to action Research Integrity Editors and Col 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**

**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

**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

**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)
Recent space activity

Christine Schortheide
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
