

Guide to review processes

YOUR PROTOCOL IS PUBLISHED: NEXT STEPS

1. Check out your review file (which contains guidance and suggested text for the reviewspecific sections, prepared by the Review Group) from Archie and into RevMan. To do this open RevMan 5 > File > Check out.... Choose the review you wish to work on from those available to you in the list.
Please remember to check in at the end of every work session. *Note:* You can only check your review *in* to Archie from RevMan 5 if the version you edited was checked *out* from Archie. All previous versions of the review will be retained on Archie. Please contact your Managing Editor if you encounter any difficulties.
2. Complete your review within the RevMan software, using the advice pasted into your RevMan file, and found on the Review Group's [website](#), the [Cochrane Handbook](#), and the [pre-submission checklist](#) to guide your work.
3. You can share versions of the review with co-authors by checking it back into Archie and emailing your co-authors to let them know they can now view your version in Archie or check it out to RevMan. Please do not share versions of the review with co-authors by emailing RevMan files.
4. When the review is ready, submit it for editorial and peer review:
 - Use File > Check in to open the Check-in Wizard in RevMan 5
 - Describe the version (e.g., 'your name' edits)
 - Check the 'Submit for editorial approval' and enter text in the 'Message to Cochrane Review Group' box to communicate with the Managing Editor about your submission. This replaces a message you would otherwise have sent in an email.
 - If this is the first time you are submitting the review, or if the Managing Editor requests it, you must complete the presubmission checklist
(<http://cccrq.cochrane.org/author-resources>) and email it to the Managing Editor. Your review will be returned to you if the checklist has not been submitted.
5. Please also email us six of the included studies in full text (including any unpublished data you have obtained) to facilitate data checking at the editorial base.

IMPORTANT NOTES FOR REVIEW AUTHORS

1. All Consumers and Communication Group authors **must** seek advice/confirmation from the Trials Search Coordinator John Kis-Rigo with regard to translating their approved MEDLINE strategy to other databases, **before** running searches. This applies irrespective of whether they have search expertise within, or easily accessible by, their team. Authors should complete the form at <http://cccrq.cochrane.org/author-resources> and send it to John (j.kisrigo@latrobe.edu.au). Please allow as much time as possible for this stage.
2. The Cochrane [Methodological Expectations of Cochrane Intervention Reviews](#) (MECIR) conduct and reporting standards apply to all new Cochrane intervention reviews. These standards are incorporated into all of the Consumers and Communication Review Group's materials for authors.
3. Cochrane reviews must be prepared in accordance with their protocol, or any differences reported to the Managing Editor during the review development process as well as being described and justified in the review section 'Differences between protocol and review'.

RECORD KEEPING

1. All details of **search strategies and dates searched** must be retained by the lead author, whether included in the review or not. This facilitates updating the review later, particularly if new authors are involved. The Review Group also encourages you to retain an electronic file (eg. in Endnote or Reference Manager) of the complete search output, similarly to facilitate updating the review.
2. **Data extraction sheets** (paper or electronic) must be retained by the lead author to facilitate data checking. These sheets should be made available to the Review Group editorial base upon request by the Managing Editor. These will be requested in select circumstances where it is unclear how data in the review were derived.

RESOURCES

The Cochrane Consumers and Communication Group's **website** contains a comprehensive collection of resources for its authors. Please visit <http://cccrq.cochrane.org/author-resources>

Your main resource in completing a Cochrane review is the latest version of the [Cochrane Handbook for Systematic Reviews of Interventions](#). We have pasted guidance into sections of your RevMan review file.

We also highlight the **pre-submission checklist** available at <http://cccrq.cochrane.org/authorresources> which will help you to prepare your review according to Cochrane MECIR requirements.

The Cochrane Consumers and Communication Review Group's **data extraction template** is recommended as a guide, and review authors should revise it as appropriate for their own review topic. The template can be downloaded at <http://cccrq.cochrane.org/author-resources>.

COMPARE VERSIONS IN ARCHIE

To compare the latest version of your review with an earlier version of your review or see changes the editorial team may have made to your work: In Archie, **open the review 'Properties'** (doubleclick on title or right-click and choose Properties)/**History/highlight latest version** (Hold Ctrl + highlight with your mouse the version for comparison/and click on '**Compare**'). You can print or save this 'tracked changes' document (diffdoc.htm) using the icon buttons in the upper left corner of the viewing screen – it will normally automatically save the version to your computer desktop. You will also see here that you can print and save the tracked changes document or the version of your choice as a PDF.

The editorial process

Once you have submitted your review for editorial review:

1. We will check the review and your checklist at the editorial base to ensure that they have been completed correctly and in full. If any issues are identified, we may return the review to you for amendment. Next, we conduct a range of data checks against the original trial reports, to confirm the accuracy of data entry and reporting throughout the review. Again, if any issues are identified, we may return the review to you for amendment.
2. When this step is completed, the review is sent to one to two editors of the Cochrane Consumers and Communication Group, to the Group's statistical editor or research officer, and to at least two external peer referees (including one consumer). It will take about six weeks for the editors and external peer referees to assess the review and send comments back to the editorial office. The comments will be collated by your contact editor.
3. We will send you the feedback and ask you to address it and submit a revised review and a formal response to the feedback. You should address the feedback by amending your review (or specifying your reasons for not addressing particular items of feedback). You are required to respond item by item to the feedback, indicating how you have addressed each point (agree/disagree/query, and any action taken). You should return this response document to the Managing Editor, and once again check the (revised) review into Archie, marking it, once again, as a submission for editorial approval.
4. Once the review is revised to the satisfaction of your contact editor, she or he will make a recommendation to the Review Group's Coordinating Editor that the review be approved for publication. At that point the review will be copy edited by an accredited Cochrane copy editor (with any queries that arise referred back to you), and then submitted to the

Coordinating Editor for approval to publish the review on *The Cochrane Library*. **Only when the Coordinating Editor is satisfied with the review's quality and accuracy, will it be approved for publication.**

5. At that stage, all authors will receive a proof of the final version and a link to a licence for publication form that requires electronic completion. When all authors have completed the licence form, the review will be uploaded to Wiley-Blackwell for publication. It will appear on *The Cochrane Library* within a few hours of this step.

TIMEFRAMES

The Review Group will liaise with you regarding timeframes in the lead up to publication, and will seek to adhere to all stated deadlines, notwithstanding events that may be beyond our control. Ideally, review authors should submit their draft review for editorial and peer review **four months before** the desired publication date.

The Cochrane Library is published on a continuous basis. Reviews are published when fully approved by the Review Group and when each author has completed a licence for publication form in Archie.

While the Review Group will make every effort to meet agreed deadlines and to facilitate publication on a particular issue of *The Cochrane Library*, publication of a protocol or review always remains at the discretion of the Group's editorial team and the Coordinating Editor. The Review Group retains the right to reject reviews outright at any stage if they are not performed to a sufficient standard. Publication of a protocol or review, particularly on a specific issue number of *The Cochrane Library*, is not guaranteed.

Please refer any queries during the review development and editorial process to the Review Group's Managing Editor.

*Last updated: 1 April
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