



Cochrane Oral Health Group

EDITORIAL PROCESS

Approx time scales



6 - 9 months



TITLES

1. Reviewers complete a **Title Registration Form*** giving the title of the proposed review and the date by which they expect to complete the protocol and forward this to the Review Group Co-ordinator (RGC). **available from the RGC*
2. The RGC obtains formal acceptance (or otherwise) of the title from the editorial team. The RGC also checks for any potential overlap with other Collaborative Review Groups.
3. The RGC notifies the reviewer on the acceptance of the title by the editorial team. This should be no longer than two weeks after receipt of the title. The reviewer will be provided with **Reviewer IDs**, **Review No** and contact information of the assigned **Contact Editor** (member of editorial team taking responsibility for a particular review).

PROTOCOLS

A protocol for the review would be expected to be submitted to the Review Group within 6 - 9-months.

1. In preparing their protocol, reviewers are strongly recommended to attend a Cochrane Workshop on Developing a Protocol. (Dates and registration information can be obtained from the RGC.)
2. Completed protocols are sent to the RGC who will acknowledge receipt of their arrival at the editorial base.
3. The **primary contact reviewer** will be informed of the names of the editorial members and external referees to whom his/her protocol will be sent.
4. The protocol will be sent to the editorial team for comments. They will be expected to provide comments to the **Contact Editor** via the RGC, within 2-3 weeks.
5. The **Contact Editor** will respond to the **primary contact reviewer** (the single reviewer or collaborating reviewer responsible for managing the review process) within 2 weeks and discuss possible changes to the protocol.
6. If modifications are necessary, the revised protocol will be resubmitted to the RGC.
7. The protocol will be sent to at least 2 non-editorial or **external referees**. They will be expected to provide comments to the **Contact Editor** via the RGC, within 4 weeks.
8. The **Contact Editor** will respond to the **primary contact reviewer** within 2 weeks and discuss possible changes to the protocol.
9. If modifications are necessary, the revised protocol will be resubmitted to the RGC.
10. The review will go through a final copy editing stage, undertaken by the RGC and completed within 2 weeks. All changes will be checked and approved by the **primary contact reviewer**.
11. All correspondence between the Contact Editor and reviewer will be copied to the RGC and filed at the editorial base. Progress will be monitored and editorial performance charted.
12. If a title does not progress to the protocol stage within 12 months, the title may be allocated to another reviewer.

12 - 18 months**REVIEWS**

The completed review would be expected to be submitted to the Review Group within 12 - 18 months.

1. Once reviewers are ready to enter data into the Cochrane (RevMan) software they should attend a Cochrane Analysis workshop. (Dates and registration information can be obtained from the RGC.)
2. Completed reviews are sent to the RGC who will acknowledge receipt of their arrival at the editorial base.
3. The review will be sent to the editorial team for comments. They will be expected to provide comments to the **Contact Editor** via the RGC, within 2-3 weeks.
4. The **Contact Editor** should respond to the **primary contact reviewer** within 2 weeks and discuss possible changes to the review.
5. If modifications are necessary, the revised review will be resubmitted to the RGC.
6. The review will be sent to the same **external referees** assigned to the protocol and to the relevant Group **Consumers**. They will be expected to provide comments to the **Contact Editor** via the RGC, within 6 weeks.
7. The **Contact Editor** should respond to the **primary contact reviewer** within 3 weeks and discuss possible changes to the review.
8. If modifications are necessary, the revised review will be resubmitted to the RGC.
9. The review will be sent to the Consumer Network for a synopsis to be written, this will be checked and approved by the **primary contact reviewer**.
10. The review will go through a final copy editing stage, undertaken by the RGC and completed within 2 weeks. All changes will be checked and approved by the **primary contact reviewer**.
11. All the reviewers must sign a 'Permission for Publication' form (RevMan 4.2) and send the original to the RGC.
12. All correspondence between **Contact Editor** and reviewer will be copied to the RGC and filed at the editorial base. Progress will be monitored and editorial performance charted.
13. If the protocol does not progress to the review stage within 18 months of the protocol being published, the reviewer will be contacted to discuss any potential problems and if necessary the review may be allocated to another reviewer.

Every 12-18 months**KEEPING REVIEWS UP-TO-DATE**

1. Attempts must be made to update each Review at least every 18 months. More frequent updates may be desirable depending on the production of valid new research evidence. The final version of an update must be delivered via the RGC to the software publishers approximately two months before the relevant version of the database is to appear.
2. Reviewers will be reminded by the RGC when updates on their reviews are due.
3. If the deadlines set cannot be met by the reviewer, the review may be allocated to another reviewer.
4. Reviews which remain unrevised for more than two years will be flagged automatically as such on the database until revised and may ultimately be removed from The Cochrane Library.