



Approx
time scales



TITLES

1. Authors complete a **Title Registration Form*** giving the title of the proposed review and the dates by which they expect to complete the protocol and review and forward this to the Review Group Co-ordinator (**RGC**).
**available from the RGC or the Group's website*
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 Cochrane Review Groups.
3. The RGC notifies the **Contact Author** (the single author or collaborating author responsible for managing the review process) on the acceptance of the title by the editorial team. This should be no longer than 2 weeks after receipt of the title. The RGC will create a new Registered Title in Archie (central server storing all reviews), a RevMan 5 (Cochrane Review Manager software) file and a user account for the author. The Contact Author will be provided with **Review No**, contact information of the assigned **Contact Editor** (member of editorial team taking responsibility for a particular review), instructions on how to install **RevMan 5** and how to access and use **Archie**. To prepare and edit the protocol the contact author needs to *check it out* of Archie from RevMan 5. **Authoring** phase.

6 - 9
months

A protocol for the review would be expected to be submitted to the Review Group within 6 – 9 months from title registration.



PROTOCOLS

1. In preparing their **protocol**, authors are strongly recommended to attend a Cochrane Workshop on Developing a Protocol. (Dates and registration information can be obtained from the RGC/Cochrane website.) Authors should work closely from the start with the Group's **Trials Search Co-ordinator**.
2. Completed protocols are *checked back* into **Archie** from RevMan 5 ('Submit for editorial approval' option). A message is generated within Archie to the RGC. **Editorial** phase.
3. The **Contact Author** 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 **RGC** (or the **Contact Editor**), within 3-4 weeks.
5. The **Contact Editor** or the **RGC** will respond to the **Contact Author** within 2 weeks and discuss possible changes to the protocol. **Authoring** phase.
6. If modifications are necessary, authors are to *check out* the protocol of Archie from RevMan 5 and edit it. The revised protocol is *checked back* into Archie from RevMan 5 ('Submit for editorial approval' option). A message is generated within **Archie** to the RGC. **Editorial** phase.
7. The protocol will be sent to at least 2 non-editorial or **External Referees**. They will be expected to provide comments to the **RGC** (or the **Contact Editor**), within 4 weeks.
8. The **Contact Editor** or the **RGC** will respond to the **Contact Author** within 2 weeks and discuss possible changes to the protocol. **Authoring** phase.
9. If modifications are necessary, authors are to *check out* the protocol of Archie from RevMan 5 and edit it. The revised protocol is *checked back* into Archie from RevMan 5 ('Submit for editorial approval' option). A message is generated within **Archie** to the RGC. **Editorial** phase.
10. The protocol 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 Contact Author and the Contact Editor. **Publication Status** of protocol is changed by the RGC in Archie. **Authoring** phase.
11. All the authors must sign a **Permission for Publication form** and send the original to the RGC.

12. All correspondence between the Contact Editor and author will be copied to the RGC and filed at the editorial base. Progress will be monitored and editorial performance charted.
13. If a title does not progress to the protocol stage within 12 months, the title may be allocated to another author or withdrawn.

12 - 18 months

The completed review would be expected to be submitted to the Review Group within 12 - 18 months from the publication date of the protocol.



REVIEWS

1. Once authors are ready to enter data into **RevMan 5** they should attend a Cochrane Analysis Workshop. (Dates and registration information can be obtained from the RGC/Cochrane website.)
2. Authors *check out* the published version of the protocol of **Archie** from RevMan 5 and work on the **review**. Completed reviews are *checked back* into Archie from RevMan 5 ('Submit for editorial approval' option). A message is generated within Archie to the RGC. **Editorial** phase.
3. The review will be sent to the editorial team for comments. They will be expected to provide comments to the **RGC** (or the **Contact Editor**), within 3-4 weeks.
4. The **Contact Editor** or the **RGC** should respond to the **Contact Author** within 2 weeks and discuss possible changes to the review. **Authoring** phase.
5. If modifications are necessary, authors are to *check out* the review of Archie from RevMan 5 and edit it. The revised review is *checked back* into Archie from RevMan 5 ('Submit for editorial approval' option). A message is generated within **Archie** to the RGC. **Editorial** phase.
6. The review will be sent to the same **External Referees** assigned to the protocol. They will be expected to provide comments to the **RGC** (or the **Contact Editor**), within 6 weeks.
7. The **Contact Editor** or the **RGC** should respond to the **Contact Author** within 3 weeks and discuss possible changes to the review. **Authoring** phase.
8. If modifications are necessary, authors are to *check out* the review of Archie from RevMan 5 and edit it. The revised review is *checked back* into Archie from RevMan 5 ('Submit for editorial approval' option). A message is generated within **Archie** to the RGC. **Editorial** phase.
9. If necessary the review is sent to the Consumer Network for a plain language summary to be written, this will be checked and approved by the **Contact Author**.
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 Contact Author and the Contact Editor. **Publication Status** of review is changed by the RGC in Archie. **Authoring** phase.
11. All the authors must sign a **Permission for Publication form** and send the original to the RGC.
12. All correspondence between Contact Editor and author 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 author will be contacted to discuss any potential problems and if necessary the review may be allocated to another author or withdrawn.

Every 18-24 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.
2. Authors will be reminded by the RGC when updates on their reviews are due.
3. If the deadlines set cannot be met by the author, the review may be allocated to another author.
4. Reviews which remain unrevised for more than 2 years will be flagged automatically as such on the database until revised and may ultimately be removed from *The Cochrane Library*.

- For the protocol/review to be published it must be approved by the Editorial Team. The Editorial Team has the right to transfer responsibility for a title or to remove it at any stage of the editorial process if the protocol/review continues to fail to meet Cochrane standards and/or the final protocol/review is not considered satisfactory.
- The support of the Editorial Team in producing a review is conditional upon the agreement to publish the protocol and finished review, together with subsequent updates, firstly in *The Cochrane Library* (contemporaneous publication in other print journals may be allowed in certain circumstances with prior permission of the Editorial Team).