



Oral Health Group

REVIEW UPDATES EDITORIAL PROCESS

Approx. time scales

**2 years
after
publishing
review**

1. Lead review author is notified/reminded by the Assistant Managing Editor (AssME) (Philip Riley) when the update of his/her review is due. An information pack on updating reviews is enclosed including a Review Update Form and deadline dates for publication.
2. Lead review author completes a Review Update Form confirming his/her willingness/availability to carry out the update, his/her current contact details and co-authors and forwards this to the AssME, within 2 weeks.
3. The AssME acknowledges receipt of the form and confirms the review team details and the assigned Contact Editor (normally same as for original review).

If the deadlines set cannot be met by the review author, and/or he/she opts to withdraw from leading the review or from the review altogether, responsibility may be re-assigned to a co-author (rotating lead review author option) or the review may be allocated to another review team. He/she will be acknowledged in the 'Acknowledgements' section as the original author of the review.

If a whole new team of reviewers is found to undertake the review update, depending on how substantial the changes to the original review are, the old review may be withdrawn once the new team has produced the updated review.



4. In preparing their review update, review authors may want to attend workshops and receive training to refresh their knowledge. Dates and registration information can be obtained from the AssME. In March 2008 The Cochrane Collaboration released the latest version of RevMan (RevMan 5). If you completed your review or last review update in Revman 4 your review has since been converted at the editorial base to RevMan 5 and is stored in Archie (the Collaboration's central server for managing documents). You will need to download RevMan 5 (for free) from <http://www.cc-ims.net/RevMan> and obtain an Archie account (contact AssME) so that you can 'check out' your review into RevMan 5 and begin working on it.
5. **Literature searching for new data:** the review's search strategy is updated. The Trials Search Co-ordinator (TSC) (Anne Littlewood) helps review teams with this. The TSC runs a search for new trials and sends these results to the review author. If necessary, the Oral Health Group (OHG) can provide support obtaining articles for the review team and arranging translation of articles.



Lack of new trials: and if there is no need to update the review in other respects, review author should update the date of the search strategy, 'Description of studies' in the results section if relevant, indicate in the 'What's New' section of the review that a search has been done resulting in no additions or changes to the review, and change the date in the field 'Assessed as up to date'.



New trials are identified: review authors carry out their assessment for inclusion. Data extraction (same process and forms as for original review). Data are entered into RevMan. Review authors update the results text, discussion, conclusions, abstract and plain language summary sections of the review as appropriate; they highlight differences in 'What's New' section of the review and change the date in the field 'Assessed as up to date'.

New outcomes or comparisons being added: review authors should revise their original data extraction forms (alter/extend). Original included trials may need to be checked for any information relevant to new outcome or comparison. Data are entered into RevMan. Review authors update the relevant sections of the review; they highlight differences in 'What's New' section of the review and change 'Assessed as up to date'.

Methodological update: additional analyses are performed and included. Risk of Bias (RoB) and Summary of Findings (SoF) tables are completed.

6. Updated review is *checked back* into Archie from RevMan 5 ('Submit for editorial approval' option). A message is generated within Archie to the editorial team. Editorial phase.

New search, no new trials 7. The AssME will check changes in the date of the search strategy and in the 'What's New' section of the review (indication that a search has been done, resulting in no additions or changes to the review).
8. Review authors are not required to sign a Permission for Publication Form unless other changes warrant a new citation.
9. The updated review will be submitted by the editorial base for publication in *The Cochrane Library*.

New search, new trials, no change to conclusions 7. The review is sent to the editorial team for comments. They are expected to provide comments to the Contact Editor via the AssME, within 3 weeks.
8. The Contact Editor or AssME should respond to the lead review author within 2 weeks and discuss possible changes to the review.
9. If modifications are necessary, the review will be checked out of Archie, revised in RevMan 5 and then resubmitted (checked in), via Archie, for editorial approval.
10. The review goes through a final copy editing stage, undertaken by the AssME and normally completed within 2 weeks. All changes will be checked and approved by the lead review author.
11. Review authors are not required to sign a Permission for Publication Form unless there has been a change in authorship or other changes that warrant a new citation, in which case the lead review author should obtain all co-author signatures (electronic signatures are not currently accepted) and send the form to the AssME by regular mail, fax or by scanning and sending as an email attachment.
12. The updated review will be submitted by the editorial base for publication in *The Cochrane Library*.

New search, new trials, changes to conclusions 7. The review is sent to the editorial team for comments. They are expected to provide comments to the Contact Editor via the AssME, within 3 weeks.
8. The Contact Editor or AssME should respond to the lead review author within 2 weeks and discuss possible changes to the review.
9. If modifications are necessary, the review will be checked out of Archie, revised in RevMan 5 and then resubmitted (checked in), via Archie, for editorial approval.
10. The review is sent to the same external referees assigned to the original review or any appropriate ones suggested by the review team. They are expected to provide comments to the Contact Editor via the AssME, within 6 weeks.
11. The Contact Editor or AssME should respond to the lead review author within 3 weeks and discuss possible changes to the review.
12. If modifications are necessary, the review will be checked out of Archie, revised in RevMan 5 and then resubmitted (checked in), via Archie, for editorial approval.

13. The review goes through a final copy editing stage, undertaken by the AssME and normally completed within 2 weeks. All changes will be checked and approved by the lead review author.
 14. All the review authors must sign a Permission for Publication Form. The lead review author should obtain all co-author signatures (electronic signatures are not currently accepted) and send the form to the AssME by regular mail, fax or by scanning and sending as an email attachment.
 15. The updated review will be submitted by the editorial base for publication in *The Cochrane Library*.
-

- All correspondence between Contact Editor and lead review author will be copied to the AssME and filed at the editorial base. Progress will be monitored and editorial performance charted.
- Attempts must be made to update each review at least every 2 years. More frequent updates may be desirable depending on the production of valid new research evidence.
- 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*. Please note: review authors will no longer be eligible for complimentary access to *The Cochrane Library*.