



EDITORIAL PROCESS (ARCHIE & REVMAN 5)

Approx. time scales



TITLES

1. The Cochrane Oral Health Group (OHG) will notify the **Contact Author** of the acceptance and registration of the new title.
2. The Group will create a new Registered Title in **Archie** ([Cochrane central server storing all reviews](#)), a **RevMan5** ([Cochrane Review Manager software](#)) file and Archie user accounts for all authors.
3. A welcome email will be sent to the authors providing them with the **Review No** (to be used in all correspondence), contact details of editorial staff (e.g. assigned **Managing Editor (ME)**, **Contact Editor**, **Trials Search Co-ordinator (TSC)**), and instructions on how to install RevMan5 and how to access and use Archie if necessary.
4. Authors will receive **Conflict of Interest** forms, which should be completed within 2 weeks.
5. Before preparing their **protocol**, authors are strongly recommended to attend a [Cochrane Workshop](#) and to familiarise themselves with the [Handbook](#) and [MECIR conduct standards](#).

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. To prepare the protocol the authors need to check it out of Archie and use RevMan 5 to add text and make edits. The protocol is in **Authoring** phase. It should be checked back in after each work session. Archie stores a history of all drafts.
2. Authors should work with the Group's **TSC** to create their search strategy.
3. Once the protocol has been completed and proofread, it should be checked back into Archie from RevMan 5 by the **Contact Author** using the 'Submit for editorial approval' option. A validation report is run and any errors or warnings should be attended to by the authors. Once submitted, the review is 'locked' to authors and is in the **Editorial** phase.
4. The protocol will be checked to ensure it is ready for editorial process. If so, it will be sent to the editorial team for comments. They will be expected to provide comments to the **Deputy ME** within 2-3 weeks.
5. The **Deputy ME** will respond to the **Contact Author** within 4 weeks to provide feedback on the protocol. The protocol will be moved to **Authoring** phase to allow the authors to revise the draft.
6. **Authors** should revise the draft in line with feedback and then submit once more for editorial approval to the deadline agreed. The feedback sheet should be completed to allow the editorial team to check how the comments have been addressed. **Editorial** phase.
7. The protocol will be sent to at least 2 **External Referees**. They will be expected to provide comments to the **Deputy ME** within 2-4 weeks.
8. The **Deputy ME** will return external referee feedback to the **Contact Author and co-authors** within 3-6 weeks for further changes to the protocol if required. **Authoring** phase.
9. If modifications are necessary, **Authors** are to check out the protocol of Archie from RevMan 5, edit it and submit for editorial approval to the deadline agreed. The feedback sheet should be completed to allow

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the editorial team to check how the external comments have been addressed. **Editorial** phase.

10. Once completed the protocol will be signed off by the **Co-ordinating Editor** and will go through a final **copy editing** stage.
11. All the authors will receive a copy of the final version of the protocol and must sign a **Licence for Publication** form prior to publication.
12. At all points in the editorial process the protocol may be returned to the authors for amendments if comments are not adequately addressed. A protocol may be withdrawn if it is not of sufficient quality or if authors fail to respond to comments in a timely way.
13. If a title does not progress to the protocol stage within 12 months, the title may be allocated to another author team or withdrawn.

6-18 months

The completed review would be expected to be submitted to the Review Group within 6-18 months from the publication date of the protocol.



REVIEWS

1. The **TSC** will send authors results of the search within 2 weeks of publication of the protocol. Search results should be screened by at least two review authors independently to agree included studies, excluded studies, ongoing studies and studies awaiting classification.
2. Once authors are ready to enter data into **RevMan 5** they should attend a [Cochrane Analysis Workshop](#).
3. Throughout the process of drafting their review, authors are expected to follow their protocol, and to comply with the [Handbook](#), [MECIR standards](#) and [GRADE](#).
4. Authors will be required to complete an up-to-date **Conflict of Interest** form.
5. Authors work on the review by checking out the final published version of the protocol from **Archie** and using RevMan 5. When ready for submission, completed reviews should be checked back into Archie from RevMan 5 by the **Contact Author** using the 'Submit for editorial approval' option. A validation report is run and any errors or warnings should be attended to by the authors. Once submitted, the review is 'locked' to authors and is in the **Editorial** phase.
6. The review will be sent to the editorial team for comments. They will be expected to provide comments to the **ME** within 2-3 weeks.
7. The **ME** will send the editorial feedback to the **Contact Author and co-authors** within 3-6 weeks. **Authoring** phase.
8. **Authors** should revise the draft in line with feedback and then submit once more for editorial approval to the deadline agreed. The feedback sheet should be completed to allow the editorial team to check how the comments have been addressed. **Editorial** phase.
9. The review will be sent to at least 2 **External Referees** (usually the same ones assigned to the protocol). They will be expected to provide comments to the **ME** within 3-4 weeks.
10. The **ME** will send the external feedback to the **Contact Author** within 3-6 weeks for further changes to the review if required. **Authoring** phase.
11. If modifications are necessary, **Authors** are to check out the review of Archie from RevMan 5, edit it and submit for editorial approval to the deadline agreed. The feedback sheet should be completed to allow the editorial team to check how the external comments have been addressed. **Editorial** phase.
12. Once completed the review will be signed off by the **Co-ordinating Editor** and will go through a final **copy editing** stage.
13. All the authors will receive a copy of the final version of the review and must sign a **Licence for Publication** form prior to publication.
14. At all points in the editorial process the review may be returned to the authors for amendments if comments are not adequately addressed. A review may be withdrawn if it is not of sufficient quality or if authors fail to respond to comments.

15. If the protocol does not progress to the review stage within 18 months of the protocol being published, the review may be allocated to another author team or withdrawn.

**Every 24
months**

KEEPING REVIEWS UP-TO-DATE

1. Attempts must be made to update each review every 2 years. More or less frequent updates may be desirable depending on the production of valid new primary research.
2. Authors will be notified when updates on their reviews are due.
3. If the deadlines set cannot be met by the authors, the review may be allocated to another author team.
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).