Pre-publication searches

To comply with MECIR standard C37

- First draft review is submitted for editorial approval
  - Review undergoes initial editorial check (editorial assistant)
  - Search methods and search dates checked (information specialist).
    - If search is already up-to-date (i.e. a pre-submission search has already been done) then a pre-publication search is not required
    - If search is more than 5-6 months old, then a pre-publication search is required.

- Pre-publication search is run by information specialist and results sent to author. Author screens results.
  - If there are no new studies to include, the search dates, study flow diagram and search results sections are simply updated with new dates and number of references.

  - If new eligible studies are found, but only in the form of conference abstracts (no full publication yet), they are put in 'awaiting classification' and search dates, results and study flow diagram are updated to reflect this.

  - If new eligible studies are found, discussion with author team is required (ME/Co-ed).

    - If new studies will change results of the review:
      - Results must be incorporated before publication of review. Search dates, study flow diagram and search results updated.

    - If new studies will not change results of review:
      - Incorporate into review if author is able to do this without undue delay to publication. Search dates, study flow diagram and search results updated.
      - If author is not able to incorporate the results then studies go into awaiting classification with a note in the text that they will be included in next update. *Search date is not updated, as pre-pub search has not been incorporated.***

***Some suggested wording where the search update has not been incorporated:* This review fully incorporates the results of searches conducted up to MONTH YEAR. A further XX reports were identified by a search update conducted in MONTH YEAR but these have not yet been incorporated into the results and will be addressed in the next update. See 'awaiting classification' section for details.

Liz Stovold, September 2013