

THE COCHRANE AIRWAYS GROUP

DECLARATION OF ROLES AND RESPONSIBILITIES OF COCHRANE REVIEW AUTHORS AND EDITORIAL BASE STAFF

This document provides information on the nature of support that Cochrane Airways Group (CAG) editorial base staff will provide to authors and what we expect from authors in return. It also provides information on the editorial process of the CAG. **Please read this document and indicate that you have done so when you return your title registration form.**

EDITORIAL BASE STAFF

Managing Editor, Emma Welsh (ewelsh@sgul.ac.uk)

1. Emma will arrange a user account for new review authors on the online server used in the management of the review process (Archie)
2. Emma will provide support in the use of Archie and Review Manager Software.
3. Emma will provide guidance and resources to review authors in planning their review, extracting data from eligible studies, and entering data in the analysis
4. Emma is the first point of contact for review authors throughout the editorial and authoring processes
5. Emma manages the editorial process and ensures that authors receive and address feedback on their review drafts
6. Emma will arrange editorial review, peer review and copyediting of review drafts.
7. Emma will send License to publish forms to the contact person once they have agreed the final versions of protocol and review drafts for publication
8. Emma will publish completed reviews on The Cochrane Library and manage issues related to feedback on published articles

Editorial assistant, Emma Jackson (ejackson@sgul.ac.uk)

1. Emma will arrange a user account for new review authors on the online server used in the management of the review process (Archie)
2. Emma can help review authors in obtaining full-text articles that authors have not been able to get hold of through local resources
3. Emma can help review authors in obtaining translations of trial reports for their reviews

4. Emma requests and manages conflicts of interests forms for new protocols and new and updated reviews
5. Emma runs plagiarism software on title registration forms, protocols and reviews
6. Emma requests consumer comments on protocols and plain language summaries in reviews. These comments are shared with authors at the same time as peer review

Trial Search Coordinator (TSC): Elizabeth Stovold (earnold@sgul.ac.uk)

1. Liz provides support in the search methods part of the protocol/review
2. Liz will agree a search strategy with the authors to be run on the Airways Group Trials Register
3. Liz will run the search of the Airways Register when the protocol has been approved for publication
4. Liz will send the results to the contact author in an agreed format (e.g. Word document, Procite, Endnote, Refworks)
5. Liz will provide advice on any other searches to be run by the review team
6. Liz can provide advice on the use of bibliographic software to manage references if requested
7. Liz is responsible for checking that the search methods section of the protocol/review is a true reflection of the actual search
8. After the initial search has been done, Liz will forward an annual search update to the contact author
9. Liz will provide search updates on request from the contact author

REVIEW AUTHORS

Please note: The **contact person** is the person who will be dealing directly with the editorial base team. The contact person does not have to be the first author on the paper or the person who does the most work on the review, but they should act as the link between the review team and the editorial base team.

In return for our support we expect review authors to adhere to the following principles commensurate with timely and high quality work:

1. We expect review authors to use the Cochrane Information Management System (IMS) for the development of their protocols and reviews. This involves using the server, [Archie](#), and review development software [Review Manager 5](#)
2. On activation of Archie user accounts, review authors should ensure that contact details are correct and up-to-date. Not only do we need to be able to contact you, but affiliations on reviews are generated from your Archie account so it is really important

- that they are accurate (please note that sorting out mistakes last-minute can lead to delay in publication)
3. Authors should read *The Cochrane Handbook for Systematic Reviews of Interventions* for detailed descriptions of the various stages of developing their review. This is freely available online and via RevMan (<http://www.cochrane-handbook.org/>)
 4. [Training opportunities](#) are available in most countries and are coordinated by national Cochrane centres. We expect that authors will make efforts to attend some face-to-face training where this is offered locally
 5. Where access to training opportunities is limited we expect review authors to use the Open Learning materials website (<http://www.cochrane-net.org/openlearning/>)
 6. We reserve the right to reallocate titles from review teams where we have not received a draft protocol fit for editorial review within six months of registering their title, and where we have had no contact from authors. We anticipate that review authors will have produced a draft of their review within year of the publication of their protocol.
 7. We also reserve the right to deregister titles if significant problems are found during the editorial process and full details can be found in our document grounds for deregistration of a title
 8. Authors should make efforts to supplement the search provided by the TSC by checking the reference lists of retrieved papers, contacting drug companies/manufacturers (if applicable), searching any specialist journals, conference abstracts and websites relevant to the review topic if appropriate. Any additional database searches of CENTRAL, MEDLINE etc. should be done with advice from the TSC. Please refer to Chapter 6 of the Cochrane Handbook for further information on search methods.
 9. Review authors are expected to update their reviews on a regular basis. Where reviews become out of date by more than two years, and no review draft is forthcoming we may re-allocate the review to another team of authors with prior notice
 10. We support co-publication of Cochrane reviews after the completion of the Cochrane review version. We do not look favourably upon authors who publish non-Cochrane systematic reviews in journals, but which are clearly based on their Cochrane review work without prior agreement with the editorial base. Where we discover evidence of this we reserve the right to de-register the title, and we will not consider further titles from offending authors

For new reviews, the editorial process of the CAG involves three stages:

Registering a new title

Submission of a title registration form to the CAG editorial base, and the approval of the title by the editorial board.

Protocol development

Once a title is registered, the review protocol (eligibility criteria and methods) will be developed by the authors and when the authors are agreed on the first draft, it should be submitted for editorial approval using RevMan. It will then be edited by the Managing Editor, Trials Search Coordinator, Contact Editor and Coordinating Editor. The document will be checked using plagiarism software. At each stage the protocol may be returned for amendments to the contact person. This process constitutes the internal review stage and this is complete when the protocol is signed off for peer review by the Coordinating Editor. The Managing Editor will then arrange peer review and forward peer review comments to the contact person. Once comments from peers have been satisfactorily addressed and the changes have been signed off by the appropriate editor, the protocol will be sent to central Cochrane Copy Edit Support for copyediting which will be checked by the Managing Editor. If the changes are significant or need attention from the author team, the protocol will be sent back to the contact person. If the changes are minor (e.g. typos, formatting) the protocol will be marked for publication on the Cochrane Library and authors will be responsible for signing off electronic licence for publication forms. These must be filled by all authors before the review can be published. All authors must have an Archie account and not signing off the protocol by the deadline can cause severe delays in publication. Publication of Cochrane protocols and reviews on The Library is monthly and the Managing Editor will advise on expected timelines where possible and if requested.

Review development

Electronic literature searches for studies relevant to the review will be run by the TSC and provided to the contact person. Then it is over to the authors to draft the review and submit it for editorial approval. The Managing Editor is able to provide support to review authors and should be contacted when you have questions. If you reach a barrier to completing the review (e.g. difficulties in screening the search, obtaining references, or statistical problems) please don't hesitate to contact Emma who will be able to share experiences or try to help you.

Once the author team has agreed on a draft of the review, please submit it for editorial approval. The review will then be edited by the Managing Editor, Trials Search Coordinator, Contact Editor and Coordinating Editor. The document will be checked using plagiarism software. At each stage the review may be returned for amendments to the contact person. This

process constitutes the internal review stage and this is complete when the protocol is signed off for peer review by the Coordinating Editor. The Managing Editor will then arrange peer review and forward peer review comments to the contact person. Once comments from peers have been satisfactorily addressed and the changes have been signed off by the appropriate editor, the review will be sent to central Cochrane Copy Edit Support for copyediting. The copyeditor's edits will be checked by the Managing Editor; if the changes are significant or need attention from the author team, the protocol will be sent back to the contact person. If the changes are minor (e.g. typos, formatting) the review will be marked for publication on the Cochrane Library and authors will be responsible for signing off electronic licence for publication forms. These must be filed by all authors before the review can be published. Not signing off the review by the deadline can cause severe delays in publication.

Review updates

For updates of the review, the process is similar to the review development stage outlined above. However, we encourage authors to involve us in discussing possible changes to the scope of their review (such as amending eligibility criteria, search methods, and analysis) prior to the re-running of search strategies and revision of the review. Where methods have changed, we request that authors complete an update registration form to ensure transparency in review methods and try to reduce bias. When new review teams take over reviews, we expect them to complete an update registration form so that any new methods or changed to protocol are recorded. This will be consulted before final publication of the update to ensure transparency. Occasionally a new protocol may be required, particularly where new authors are involved in updating the review. Please contact Emma at ewelsh@sgul.ac.uk if you have any questions over any aspect of this document or in developing your title registration form, protocol or review.

