

COCHRANE AIRWAYS GROUP

NOTES FOR AUTHORS COMPLETING A TITLE REGISTRATION FORM

Proposed Title

There are standard formats for Cochrane review titles. For more details, see Section 4.2.1 of the Cochrane Handbook. (<http://www.cochrane.org/training/cochrane-handbook>). Some examples include:

- *[intervention] FOR [health problem/issue]*
e.g. Oral appliances for obstructive sleep apnoea
- *[intervention A] VERSUS [intervention B] FOR [health problem/issue]*
e.g. Beclomethasone versus budesonide for chronic asthma
- *[intervention] FOR [health problem/issue] IN [participant group]*
e.g. Anticholinergic drugs for wheeze in children under the age of two years

Contact author

The contact author is the person who co-ordinates the review, discusses and assigns roles for individual members of the review team, liaises with the editorial base on behalf of the review team and takes responsibility for the on-going updates of the review.

Reason for the Review

For example, is it part of a larger project? Is it particularly topical at the present time? Why is this particular review important?

Description of proposal

Before completing and submitting a title registration form please check that your proposed title falls within the scope of our group and does not overlap with existing reviews (see <http://airways.cochrane.org/our-reviews>).

Background - Provide a brief context for your proposal.

Objective - What is your research question? Give a short statement of the primary aim of the review, e.g. to assess the effects of your intervention.

Types of study- Outline the types of study that will be included in the review. Most Cochrane reviews focus on randomised controlled trials (RCTs) although in some cases we also include quasi-randomised trials and clinically controlled trials. Are there any specific reasons why your

review would need to include non-randomised studies? Within the category of RCTs, are there other criteria that you would like to specify, such as allocation concealment or blinded outcome assessment? See [Handbook section 5.5](#).

Participants - Outline the types of populations to be included and excluded, with thought given to aspects such as age, gender, the type/stage of disease/condition, the method of diagnosis, and co-morbidities. See [Handbook section 5.2](#).

Interventions and comparisons -Outline the details of the intervention you wish to investigate, including variations such as dose, intensity, mode of delivery, and who delivers the intervention. Are there variations you wish to exclude? Consider what the intervention will be compared to, e.g. placebo, no intervention, other interventions. See [Handbook section 5.3](#).

Outcomes -List primary and secondary outcomes to be included in the review, giving thought to those likely to be important to those experiencing the disease/condition as well as those treating them. Give thought to the inclusion of adverse effects. Also consider how your outcomes may be measured, e.g. the type of scale or count likely to be used, and the timing of the measurement. See [Handbook section 5.4](#)

Subgroup analyses- Outline any subgroups you plan to investigate for their influence on the size of the treatment effect, e.g. subgroups of the population, variations on the intervention, etc. See [Handbook section 9.6](#)

Other information relevant to this proposal -Outline any other factors you plan to consider in your review, or other information you would like to provide to the Airways Group, e.g. relevance of review to consumers, ideas for stakeholder input into review, how this topic fits in with other reviews in the area.

Provisional dates for submission of draft protocol to the editorial base

Titles must be approved by the editorial team before you start to prepare the protocol/review. Note that the policy of the Cochrane Airways Group, in accordance with that of the Cochrane Collaboration, requires that you submit your protocol within 6 to 12 months of registering the title, and that the review is submitted within 12 months of the protocol being published. It is important that you keep in touch with the editorial base on the progress you are making with the development of your review. If there is no correspondence from you in the 12 months following title registration, we reserve the right to de-register the title or transfer it to another author team. If there is no correspondence from you within 12 months following the publication of your protocol, we reserve the right to withdraw the protocol from publication and de-register the title or transfer it to another author team.

Authors

Complete a table for everyone who you expect to be an author of the final publication. For more information on authorship, see Section 4.2.2 of the Handbook. You should include at least two authors. If you have more, copy the table as necessary. Your team should include someone with relevant clinical expertise and ideally someone with experience of writing a Cochrane review. Access

to statistical advice, and incorporating the perspectives of those affected by the intervention, are strongly recommended.

Roles and responsibilities

It is the contact person's responsibility to discuss and assign roles for individual members of the review team and to develop the review team to ensure that there is provision for the review to be updated, even if the author who assumes the role of contact person cannot continue in the role. Whilst keeping in mind that roles may change during the preparation of the review, it is important to discuss at an early age how each co-author will contribute. Please give an indication that the responsibility for the preparation of the review is in hand by specifying who has agreed to complete the following tasks.

Experience in systematic reviewing and other information

The questions in this section allow us to assess whether the review author team have the skills, knowledge and resources required to complete a Cochrane review. It is essential that review teams have the support of at least one individual who has experience of preparing a Cochrane review.