Author agreement of responsibilities and commitments with Cochrane Airways

Purpose
The purpose of this agreement is to establish a formal collaboration between the Cochrane Airways editorial team and the author team with the shared objective of writing and publishing a Cochrane Airways systematic review. We ask all author teams to sign this agreement at the time of title registration/commencement of review systematic.

Author Teams
1. Cochrane’s conflict of interest policy is different to many medical journals and we ask that you familiarise yourself with the policy. By signing this form you are agreeing that your team have no COIs which would prevent you from writing a Cochrane Review. If you have any concerns please discuss them with us. Please ensure that you inform us promptly about any changes to the information supplied on your title registration/review update form. The Cochrane Editorial Unit reserves the right to withdraw any review which is not compliant with the policy.

2. **Upon registration of your title, you agree to submit a draft protocol to the Cochrane Airways Group within 4 months.** If no draft protocol has been received within 4 months, you understand the Cochrane Airways Group reserves the right to de-register the title or transfer the title to a new author team.

3. **Upon publication of the protocol you agree to submit the draft review to the Cochrane Airways Group within 12 months.**
   3.1. If no draft review has been received within 12 months, or you find you are no longer able to complete the review for any reason (e.g. loss of funding), you understand the Cochrane Airways Group reserves the right to withdraw your protocol and transfer the review to a new author team.

   3.2. You will submit your responses to the referees’ comments regarding your draft protocol and draft review back to the editorial base no longer than 1 month after you originally received them.

   3.3. You will keep in communication with your co-authors and support them in their efforts to complete the protocol and the review in a timely manner.

   3.4. You will be invited to update the review when new evidence becomes available. If you are unable to update this review or we are not able to make contact with you, the Airways Group reserves the right to transfer the review to a new author team.

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The Cochrane Airways Group

1. We will maintain regular contact with the Contact Person of your team.
2. We will aim to reply to your email queries promptly and assist you with any difficulties you have using the software.

Protocol

1. On receipt of your draft protocol we will do a preliminary editorial and statistical check to ensure the protocol is of an acceptable standard. We reserve the right to withdraw your protocol and transfer the title to a new author team if it is not of an acceptable standard.
2. Once accepted your protocol will undergo various checks by the editorial team, an Airways clinical content editor and external peer referees.
3. We aim to have your protocol published within 4 months of it being accepted for the editorial process.

Review

1. We ask authors to submit the review with the data analysis for statistical checking before embarking on the full write up of the text. Once you have completed the data extraction and entered the data into the RevMan file, you must send the following information to the editorial base for checking by the Statistician. Do not create a summary of findings table or write up the results and discussion until after sign off. This is to ensure that data has been correctly extracted and entered and should save time in the long run.
   a. pdfs of the key manuscript for each included study, suitably annotated so the Statistician can easily find the extracted data
   b. data collection forms for all studies
   c. a spreadsheet showing any calculations done to derive data from published data for entry into RevMan
   d. The RevMan file including a) the comparison tree all set up b) data entered
2. Once the statistics have been approved by the Statistician, you will then submit the completed review including: risk of bias assessments; summary of findings table(s); results; discussion; and conclusions sections. Cochrane strongly recommends that you create your summary of findings table(s) prior to writing up the results and discussion to ensure that quality and confidence assessments appropriately inform your interpretation.
3. On receipt of your draft review we will conduct editorial checks, an Airways clinical editor will offer comment and your review, once approved, will be sent to external peer review. Together we will work with you to address any further issues to prepare it for publication.
4. We aim to have your review published within 5 months of being accepted for the editorial process. The review may be submitted for publication sooner depending upon how promptly our referees respond and how quickly you respond to their comments.

For further information regarding the management of expectations, see:
- What does Cochrane expect of authors, and what can authors expect of Cochrane?
- http://community.cochrane.org/editorial-and-publishing-policy-resource/managing-expectations

We agree to support the author as described above:
Airways Co-ordinating Editor: Dr Chris Cates
Date:

As authors for the review titled XXX we agree to meet the expectations of this Memorandum of Understanding:
Contact Person/Author 1: Date:
Author 2: Date:
Author 3: Date: