Screening the search

Receive email containing information about conducting review up to the point of the stats check → Screen literature search trials and abstract to identify potential included studies in duplicate → Retrieve full text articles → Screen full text articles in duplicate → Agree on included studies

Data extraction and analysis

Extract data → Consider whether to contact trial authors for risk of bias information of additional data → Enter extracted data into RevMan → Compile extracted data and enter into RevMan → Analysis complete → Send review, data collection forms and pdfs of trial reports to the Managing Editor for in-house stats checking

*note that hyperlinks are bolded*
Writing up

Complete summary of findings table

Group meeting to discuss the summary of findings table

Send summary of findings table to the Managing Editor if you wish

Write up results

Write up discussion

Draw conclusions

Team meeting to discuss if discussion and conclusions are fair based on the evidence included in the review

*You might want to consider getting a new literature search as you start this stage!
Finishing off – don’t give up yet, the end is in sight!

1. Draft plain language summary based on PLEACS standards
2. Draft abstract (using abstract checklist)
3. Review team agree on first draft
4. Contact person checks through the MECIR reporting standards to see that the review meets them as far as humanly possible
5. Submit draft for editor approval
6. Editorial process
7. Review marked for publication by editorial base – review team sign off electronic licence forms before publication
8. Review published