Screening the search

Recieve email containing information about updating review → Consider if any changes are needed to the clinical question (PICOS and subgroup/sensitivity analyses) or the methods → If changes are needed, contact the managing editor → Screen full text articles in duplicate → Retrieve full text articles → Screen literature search trials and abstract to identify potential included studies in duplicate → Agree on new 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

Write up results ← Send summary of findings table to the Managing Editor if you wish

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!

Draft plain language summary based on PLEACS standards → Draft abstract (using abstract checklist)

Review team agree on first draft → Contact person checks through the MECIR reporting standards to see that the review meets them as far as humanly possible

Submit draft for editor approval → Editorial process

Review marked for publication by editorial base – review team sign off electronic licence forms before publication → Review published