

Cochrane Airways Editors role description

[Cochrane Airways](#) works with authors (typically clinicians and researchers) to produce systematic reviews on asthma, chronic obstructive pulmonary disease (COPD), bronchiectasis and other lung diseases. Cochrane Airways is part of [Cochrane](#). Cochrane is a global independent network of researchers, professionals, patients, carers and people interested in health.

Cochrane Airways is run by a small team based at St George's, University of London. Between us we have skills in all aspects of systematic reviewing, clinical expertise and a working knowledge of Cochrane Policies and procedures. We work in a friendly, open and collegial fashion with authors, editors, consumers and other stakeholders to publish a curated collection of high quality Cochrane reviews. We are funded by the [National Institute of Health Research](#) (NIHR).

The role

Editors are essential members of the Airways' editorial team. Editors have three main roles: editing reviews; mentoring and fostering Cochrane values; and authoring and maintaining one or more Cochrane Reviews. There is no financial payment, but expenses may be claimed under certain circumstances if agreed in advance.

Editors must have published a Cochrane Review before joining the editorial board. Editor's contributions are acknowledged with the relevant review. Editors are not given authorship for editing work, however editors may author reviews, and another editor will be assigned to edit it.

Time and commitment expectations

We expect editors to:

- Provide high quality feedback and suggest edits on one or more reviews per year
- Provide advice/opinions to the editorial team on clinical or methodological matters
- Provide advice to the editorial team on the importance of review proposals
- Complete tasks within agreed timelines or let the Managing Editor know when unable to do so
- Recruit authors and contributors to the group and nurture their systematic reviewing skills – ideally by supervising them in the production of reviews
- Disseminate findings from Cochrane Reviews and promote Cochrane among their peers
- Develop skills in review methodology (attending Cochrane training [in person or online](#))
- Assist with approval of protocols and reviews before publication if requested by the Coordinating Editors (CoEds) (generally reviews are signed-off for publication by the CoEds).
- Attend biannual online editorial meetings
- Option to attend occasional in person Editorial Board meetings held in conjunction with a major meeting (e.g. Cochrane Colloquium, TSANZERS, ERS, BTS)
- Respect confidentiality of unpublished protocols and reviews

Skills required

- Content knowledge and clinical experience of one or more of Cochrane Airways' [key topic areas](#) or methodological/statistical knowledge
- General understanding of systematic review methodology and Cochrane methods
- Critical appraisal of scientific literature
- Ability to edit scientific material for publication

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airways.cochrane.org

Benefits

Editors have told us the main benefits are networking and working together with other clinicians, researchers and Cochrane methodologists. You also get to 'give something' back by contributing to production of Cochrane Reviews and help make sure they are of the highest possible quality. There are many opportunities for learning and getting involved with projects across the global Cochrane community. ([Cochrane training](#) is free to editors and authors.)

What does editing reviews involve?

We provide a checklist to assist editors in providing feedback on a review. For clinical editors, the main tasks are:

- to assess the background, rationale and PICO for the review
- to provide an overall sense check on the review and advise if any important trials, caveats or information is missing
- to advise whether the overall review is well balanced, consistent and free from bias
- to comment on clarity and presentation, but please note, we do not expect editors to do any copy-editing, which is done professionally for all reviews

Conflict of interest

Cochrane Reviews [must be free of any real or perceived bias](#) introduced by receipt of any benefit in cash or kind, any hospitality, or any subsidy derived from any source that may have or be perceived to have an interest in the outcome of the review. Cochrane Groups accept this general principle as a condition of participation in the organisation. There are three principles:

- Independence: Cochrane Reviews must be independent of conflicts of interest associated with commercial sponsorship and should be conducted by people or organizations that are free of such bias.
- Free from interference: The process for conducting Cochrane Reviews and the Cochrane Groups and contributors responsible for producing Cochrane Reviews should operate free from interference.
- Assurance: Users of Cochrane Reviews should be assured that Cochrane Reviews are produced in an independent manner.

Editors and the editorial team of each Cochrane Review Group must [disclose any potential conflict of interest](#) that they might have annually. These are [reported online](#).

Editors with conflicts of interest with a given product/drug/non-drug intervention should not undertake peer review or be a contact editor, or provide sign-off on a Cochrane Review that involves that product, drug, non-drug intervention, or a competing intervention. Editors are prohibited from being employees of a pharmaceutical company or medical device manufacturer. Employment in a clinical speciality relevant to the Cochrane Review should be declared in the interests of transparency, but this does not prevent an individual from being a review editor.

Further information

[Cochrane Airways webpage](#)

[Cochrane.org](#)

[Cochrane Handbook](#)

[Cochrane Training](#)

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