This is the second of a planned series of Bulletins from the ME Support team aimed at highlighting issues of interest to MEs/AMEs. Apologies in advance for a longer-than-usual email.

Contents:

****

1. Archie 4.3—new features and webinars(22/23 January and 23/24 January)

A new version of Archie (4.3) was deployed on 15 January 2014. Highlights include:

- Changes to the Calendar on the Organizer tab: now formatted as standard calendar grid; includes workflow task start and due dates; users able to reschedule tasks within Calendar
- New folders in Resources tree view: "My Reviews" folder; CRG satellites now listed in "Subgroups" folder under parent CRG; "People" folder under individual reviews
- CRG-assigned review numbers added to various parts of the user interface (e.g., Workflow Status Report, Resources tree view, search results for Reviews)
- "Entity" replaced by "Group" throughout interface
- Changes to Licence for Publication (LfP) forms (see next item)
- Change the order of authors on the People tab of Review Properties in Archie (by moving individuals up or down), so that the new order of the authors is reflected in RevMan the next time the review is checked out

For a complete list of the many new features and bug fixes, see Archie Help > What's New.

The Informatics and Knowledge Management Department (IKMD; formerly known as the IMS team) will present three webinars to demo the new features and answer questions; dates and times are:

- Wednesday 22 January 09:00 GMT/UTC
- Wednesday 22 January 20:00 GMT/UTC
- Thursday 23 January 14:00 GMT/UTC

For more information on the webinars, see http://ims.cochrane.org/support/training/archie-webinars.

2. Changes to Archie Licence for Publication (LfP) forms

a. Reviews funded by the National Institutes of Health (NIH)

In line with the NIH's Public Access Mandate, Wiley posts the accepted-for--publication versions of all Cochrane Reviews authored by NIH grant-holders to PubMed Central, where they are made publicly available 12 months after publication. Until recently, MEs had to notify Wiley by email when such reviews were published in their CRGs. In Archie 4.3, this notification process has been automated. When review authors tick the "National Institutes of Health (NIH) grantees" field under "Special types of work" on their LfP forms, Archie will automatically notify the appropriate person at Wiley.

b. New addendum for authors employed by the Pan American Health Organization (PAHO)

The standard LfP forms for Cochrane Reviews and Protocols have been updated to include a new addendum for authors employed by the Pan American Health Organization (PAHO). This is similar to the World Health Organization addendum. The new forms have been integrated into Archie 4.3; their addition to RevMan is under discussion. You can view the following in the Cochrane Editorial and Publishing Policy Resource:

- Updated LfP forms
- Full PAHO addendum

c. Gold open access for Cochrane Reviews and Protocols

As stated in the open access policy (see link below), an author team can choose to pay an article publication charge (APC) to publish a Cochrane Protocol or Review as "gold open access" (immediate open access upon payment of an APC). Some author teams will be eligible for an APC waiver. With the release of Archie 4.3, you can choose to allocate an open access LfP form to an author team using Archie.

If you have an author team who is interested in publishing a review as gold open access, please refer to the following sections of the Cochrane Editorial and Publishing Policy Resource:

- **Open access policy:** This provides the details of the open access policy and describes the gold and green open access options.
- **Managing the publication of gold open access Cochrane Reviews and Protocols:** This is a special section for Managing Editors. Author teams need to elect to use a gold open access LfP form before the review is published. As described in this sec-on, authors will need to contact the Managing Editor to express interest, and the Managing Editor will then provide the author team with the relevant information. This will explain to the authors that they will need to pay an APC or that they are eligible for an APC waiver. This section outlines the steps and includes template emails to share with author teams. Both David Hives at Wiley (dhives@wiley.com) and Harriet MacLehose at the CEU (hmaclehose@cochrane.org) are available to help with any queries.
- **Licence for publication forms:** There are three types of gold open access LfP forms available to authors, known as CC BY (attribution), CC BY-NC (attribution and non-commercial use), and CC BY-NC-ND (attribution, non-commercial use, and no derivatives). The CC BY option is available only to authors with a funder mandate to use this licence. These forms are integrated into Archie, but you can view the three types of forms at the above weblink. Please note that the open access LfP forms do not include the WHO addendum or the new PAHO addendum. WHO and PAHO authors on a gold open access review need only to sign the open access LfP form.

3. Reminder: About ME Support

ME Support provides induction training for new MEs, day-to-day troubleshooting support, one-to-one training/support on special topics, and group training sessions (e.g. at regional meetings and Colloquia). See the ME Support website for details.

4. Survey evaluating ME Support—please let us know how we are doing!

ME Support has been active since 1 October 2012. We aim to have occasional surveys to give us a snapshot of how we are doing so that we can continue to improve our support for you. Our first survey is now available at www.cochrane.org/managing--editor--support--evaluation. It is open to all MEs and AMEs.Please take a few minutes to complete the survey—your feedback is important to us. All responses will remain anonymous. The deadline for completing the survey is Wednesday, 5 February. We will summarize the results in the next ME Support Bulletin.

5. Recent and planned training for MEs

a. Québec City Colloquium (19-23 September 2013)

September seems like a long time ago now, but we wanted to give a brief summary of ME--focused training activities at the Québec City Colloquium. Liz, Anupa, and Harriet all attended from our team. There was a dedicated ME Support desk at the Cochrane Exchange where people could drop by and chat or ask questions. Several MEs and other CRG staff members took advantage of this opportunity, and a wide range of questions and issues were discussed. Harriet was invited to the MEs' meeting and gave a brief presentation about ME Support. We were able to meet with one new ME, discuss her training needs, and plan post-Colloquium training. The three ME-focused workshops (copy-editing, advanced

searching in Archie, and the ME trivia workshop) were all well-attended and well-reviewed. We are already looking forward to Hyderabad!

b. Regional training activities

Liz led a successful half-day training session for MEs/AMEs prior to the Australasian Symposium in Melbourne last November. Nine MEs/AMEs (four of them based in Satellites) participated and discussed a number of editorial issues. We were also joined by guests from the Training Working Group, the Communications and External Affairs Department, the Cochrane Editorial Unit (CEU), Covidence somware developers, and the Informatics and Knowledge Management Department (IKMD).

We are currently exploring the possibility of providing training at other, upcoming regional events and will report on this in our next Bulletin.

c. Induction training for new MEs

Since our last Bulletin (September 2013), we have provided induction training for two new MEs: Corynne Marchal of the Lung Cancer Group (based in Besançon, France); and Joanne Wilson of the Development, Psychosocial and Learning Problems Group (based in Belfast, Northern Ireland). We welcome both to the Collaboration!

d. Intensive training/support on specific topics available to all MEs on request

Over the past several months, we have been trialling a new model that involves providing some intensive training/support on specific topics (e.g. workflows) to MEs who have been in post for some time. This has proven to be both useful and enjoyable—for us and, we hope, for the MEs involved! We encourage anyone who thinks they may benefit from a short course of focused training to contact us at mesupport@cochrane.org.

6. ME Support capacity; new post(s) advertised

The ME Support team now includes Liz Dooley, Becky Gray, and Anupa Shah. Each of them works one day per week, usually spread over the week. Our current funding (through September 2016) will support additional personnel to cover the UK (along with Anupa), Continental Europe, and Africa. We are looking to recruit a new team member (working two days per week) or members (two people working one day per week each) located in Continental Europe or the UK. Details will be posted soon on Cochrane.org and the CEU website. The closing date for applications is 7 February. If you are interested in applying or would like to discuss the positions informally, please feel free to contact Harriet MacLehose, ME Support Manager, at hmaclehose@cochrane.org.

In the meantime, Becky will increase her ME Support hours to two days per week beginning 1 February to provide additional support.

7. The Cochrane Library Technology Roadmap webinars

The Cochrane Library Technology Roadmap includes a range of technology-based projects to enhance the experience of interacting with and using *The Cochrane Library* website and

its content. For more information about Roadmap, please
visit www.cochrane.org/community/development-- projects/cochrane--library--
technology--roadmap (Archie login required).

On 23/24 January (depending on time-zone), there will be two 30-minute webinars about the following projects that have been completed recently. Please see the Technology Roadmap website for details of
times/dates and how to join:

- **Altmetric scores and badges**: Each Cochrane Protocol and Review published in the *Cochrane Database of Systematic Reviews* (*CDSR*) now displays a corresponding Altmetric score. Altmetric is a service that tracks and measures the impact of scholarly articles and datasets on both traditional and social media.
- **Gold open access**: MEs can allocate an open access LfP form to authors using Archie. Open access articles in the *CDSR* display an open access logo (purple open padlock) and relevant copyright and legal information.
- **"When ready" alerting for Cochrane Reviews**: For users with saved search alerts, searches will be reviewed each time new articles are loaded to the CDSR and sent daily instead of once a month. Users will only receive an email alert when a newly loaded CDSR article matches their saved search alert.
- **New search functions**: Users now have the ability to limit searches by Cochrane Review Group and search CENTRAL articles based on a new field, Accession Number (AN).
- **Links to Cochrane Clinical Answers (CCAs) from Cochrane Reviews**: Cochrane Reviews that have a corresponding CCA now have a direct link to the CCA.

If you have questions about any of the above items, or about any aspect of your role as an ME/AME, please contact us at mesupport@cochrane.org.

Best wishes,
Becky Gray, on behalf of the ME Support team