

This is Issue 6 in a series of Bulletins from the Managing Editor (ME) Support team aimed at highlighting issues of interest to MEs and Assistant MEs.

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### **1. Update on the CrossCheck webinar and planned training for CrossCheck**

The ME section of the Cochrane Training website has been updated to include links to recordings of introductory webinars for MEs on using the CrossCheck plagiarism software held in October/November 2014.

ME Support will be recording a webinar based on the Hyderabad Colloquium workshop 'Plagiarism: Cochrane's policy and its application'. We will make the recording available to all MEs to use for your personal training. Following this, we will invite MEs who have run the webinar and explored the other material available, to contact ME Support for one-to-one or small group training.

In the New Year ME Support will survey MEs to help us understand how Cochrane Review Groups use CrossCheck and identify further training needs for CrossCheck users.

### **2. New guide on which 'What's New' events to select when publishing a protocol or review**

The Cochrane Editorial and Publishing Policy Resource now includes a guide on which 'What's New' events to select each time a protocol or review is published. It's important to select the correct events (and to move events from previously published versions to the History section when publishing a new version) to avoid an incorrect citation or flag in the *Cochrane Database of Systematic Reviews*.

The guide shows which events to select when publishing a review:

- New review
- Update

- Amendment (with and without a new citation)
- No longer updated (stable)
- Withdrawn

The following scenarios are covered for protocols:

- Major change
- Amended
- Withdrawn

Contact ME Support if you have any queries about this new guide.

### 3. Reminder to use the Archie Training Server

Remember that if you wish to experiment with Archie without affecting your real data, you can use the [Archie Training Server](#). The Training Server will usually have the same version number as the live Archie Server, so it will have the same functionality but the data on the Training Server will be somewhat out of date, as the data will only occasionally be updated by copying all the current data from Archie. Feel free to experiment and have fun!

### 4. UserVoice feedback widget

The September update of Archie included a Feedback widget which now allows us to record new ideas directly from Archie. If you want to suggest, vote, or comment on ideas for developing Cochrane tools, please go to <http://ideas.cochrane.org>.

### 5. Project update: Updating Classification System

The Updating Classification System is intended to be for the benefit of readers of Cochrane Reviews, to guide them about whether the Cochrane Review addresses a current or historical question, if it is up-to-date, and whether it is likely to be updated in future. This system will be complemented by an update to the publishing events (What's New events) for Cochrane Reviews.

We have been working on the specifications for the implementation of these changes. We have identified that they will have an impact on a number of areas, including review tabs, reports, workflows in Archie; and the faceted browse (which is to be released alongside the rebrand in February 2015), search functionality, and display in the Anywhere Article (Enhanced Article) view of published Cochrane Reviews in the *Cochrane Database of Systematic Reviews*. We are still working on the specifications for the technology systems and aim to finalize these in February 2015. We will then work on the next steps and timelines for technology developments and user testing of the proposed systems.

The information shared at the Cochrane Colloquium in Hyderabad, including the slides from this part of the updating workshop/joint Cochrane Review Group staff meeting and the version of the Updating Classification System and publishing events, are available via the following page in the Cochrane Editorial and Publishing Policy

Resource: <http://www.cochrane.org/editorial-and-publishing-policy-resource/review-classification-framework>

For further information, contact Harriet MacLehose ([hmaclehose@cochrane.org](mailto:hmaclehose@cochrane.org)), Cochrane Editorial Unit.

## 6. New content added to the Cochrane Editorial and Publishing Policy Resource

### Cochrane Review management

- Copy–editing page: this now includes the Cochrane Style Guide and related information
- Policy on withdrawing published Cochrane Reviews (including protocols): policy on withdrawing protocols updated
- New and updated sections on dates and events:
  - Overview of date fields in Cochrane Reviews: revised to show date fields only (not publishing events, which are in the next page)
  - What’s New events (publishing events) in Cochrane Reviews: new publication, new citation, or change in publication status: guidance on which 'What's New' events to select when publishing a new review, update, withdrawn, or stable review; and similar scenarios for protocols.
  - Reporting search dates in Cochrane Reviews: the intention is to retire the 'Date assessed as up–to–date' with the 'Date of search'. This guidance is on how to use the 'Date of search' field, a previously unpublished date in Cochrane Reviews.

### Ethical considerations

- Authorship and contributorship – change in authorship: new section added
- Authorship and contributorship – authors using a group name: new section added
- Authorship and contributorship — editors or editorial staff authoring Cochrane Reviews from their Cochrane Review Group: new section added

### Co–publication

- Appendix 1. List of journals with agreements to publish summaries of Cochrane Reviews in another journal or resource (e.g. a ‘Cochrane Corner’): new section added
- Appendix 3. List of journals with Cochrane co–publication agreements: new section added

### Permissions and reprints

- Inclusion of a Cochrane Protocol or Review in a thesis or dissertation: new section added

### Publishing model

- patientACCESS: new section added

## 7. Becky Gray’s Archie award



Dear Karin and Sally,

Liz has been in touch to say that there will be an item on my Lifetime Achievement Archie award in the ME Support Bulletin, which has reminded me that I wanted to send a thank-you to MEs through you, as Conveners of the MEs' Exec. I'm thrilled with the award and want to thank my producer, director, and all the members of the Academy....

Seriously, I really appreciate the card signed by so many MEs and the Archie award, which I just love. It is now prominently displayed in my executive office/cubicle and reminds me every day of the many happy years I spent working with the extraordinary group of people who are Cochrane's Managing Editors. Special thanks to Karin, who came all the way from Ontario to deliver the card and the Archie statuette to me in person at a very enjoyable luncheon here last month.

Please pass these thanks and my good wishes along to all MEs.

Best wishes,

Becky Gray

## 8. Posting job opportunities for MEs

From time to time job opportunities for MEs and other members of the editorial base do arise within CRGs and in order to maximise the impact of any advertisement we would encourage CRGs to post such opportunities on the [Cochrane.org](http://www.cochrane.org) website.

To do this follow the link <http://www.cochrane.org/node/add/news>, which takes you to an online form which can be used to submit job opportunities or to post other items such as news stories, event notices etc. Once submitted the request is reviewed and you will be notified by email when the item is published. You can also contact the editors of this page directly at [news@cochrane.org](mailto:news@cochrane.org).

## 9. Reminder about contacting ME Support team

There are different ways to contact the ME Support team:

- Via email (and preferred method): contact [mesupport@cochrane.org](mailto:mesupport@cochrane.org). We aim to reply to urgent emails within 24 hours (mark as urgent or put "urgent" in the subject line) and non-urgent emails within 48 hours.

- Via Skype: see the contact Skype names below. Phone numbers for your regional contact are available via Archie if you don't have a Skype account.

The ME Support team will help with regular RevMan or Archie queries. However, if you have a RevMan or Archie technical query (e.g. a system malfunction):

- Use the Help menu in Archie to report a problem by clicking on Known Bugs option and selecting the 'problem reporting form' link.
- If using the Help reporting systems is not practical, (i.e. you can't open the software), email [techsupport@cochrane.org](mailto:techsupport@cochrane.org). The Informatics and Knowledge Management Department (IKMD) monitors this list continuously along with any wish-list items posted or problems reported.

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If you have questions about any of the above items, or about any aspect of your ME role, regardless of your location, please contact us at [mesupport@cochrane.org](mailto:mesupport@cochrane.org).

Best wishes,

Liz Dooley, on behalf of the ME Support team

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