

Co-publication forms and templates

Form: Permission to co-publish an abridged version of a Cochrane Review in a journal

The permission to co-publish form has four sections to be completed by the authors (section 1), the Cochrane Review Group (section 2), the Cochrane Editorial Unit (section 3), and the publishers of *The Cochrane Library*, John Wiley & Sons, Ltd. (section 4). [Download the form](#) as a Word document (version from 3 November 2011).

Templates: Correspondence between Cochrane Review Group and author

- [Request author to complete the 'Permission to co-publish' form](#)
- [Request author to provide additional information in the 'Permission to co-publish' form](#)
- [Permission to co-publish a Cochrane Review in a journal is granted](#)
- [Permission to co-publish in a journal is denied](#)

Request author to complete the 'Permission to co-publish' form

Dear [insert name]

Thank you for requesting permission to co-publish your Cochrane Review entitled “[insert title]” (“[insert CD number]”) in the journal [insert journal title]. To collect all necessary information, please complete Section 1 of the ‘Permission to co-publish’ form (available from [insert website address]/attached to this email) with as much information as possible and return to me at the address below.

The Cochrane co-publication policy can be found in the Cochrane Editorial and Publishing Policy Resource (<http://www.cochrane.org/editorial-and-publishing-policy-resource>); you will be asked to confirm that you agree to adhere to all requirements for co-publication, as outlined in the co-publication policy.

If you have any queries about this process, please contact me at the address below.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Request author to provide additional information in the 'Permission to co-publish' form

Dear [insert name]

Thank you for submitting the permission to co-publish form for your Cochrane Review entitled “[insert title]” (“[insert CD number]”) in the journal [insert journal title]. Before we can consider your request, please answer the questions below, providing as much detail as possible.

- 1.
- 2.
- 3.

You should insert your answers into the “Authors’ comments” section of your completed ‘Permission to co-publish’ form, which is attached to this email.

The Cochrane co-publication policy can be found in the Cochrane Editorial and Publishing Policy Resource (<http://cochrane.org/editorial-and-publishing-policy-resource>); please be aware that by completing this form that you agree to adhere to all requirements for co-publication, as outlined in the co-publication policy.

If you have any queries about this process, please contact me at the address below.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Permission to co-publish a Cochrane Review in a journal is granted

Dear [insert name]

Thank you for requesting permission to co-publish your Cochrane Review entitled “[insert title]” (“[insert CD number]”) in the journal [insert journal title].

I am pleased to be able to tell you that permission to co-publish has been granted, subject to adherence to the points outlined below. The journal has also agreed to adhere to these criteria:

- When submitting an abridged version of a Cochrane Review to a journal (or enquiring about submission in the case of prior or simultaneous publication), the author must make a complete statement to the journal editor to say that the article is based on a Cochrane Review (published or in progress), which might be regarded as redundant or duplicate publication.
- The journal version must faithfully reflect the data and interpretations of the Cochrane version. Where journal editing and peer review results in differences in the data or interpretation, these should be discussed with the Cochrane Review Group and, where appropriate, incorporated into an update of the Cochrane Review at the next available opportunity with appropriate acknowledgement to the journal's peer reviewers/editors.
- The title of the journal version should indicate that it is a secondary publication (complete republication, abridged republication, complete translation, or abridged translation) of the Cochrane Review, preferably by including 'Cochrane Review' or 'Cochrane Systematic Review' in the title.
- The support of the Cochrane Review Group in publishing the Cochrane Review should be acknowledged in an appropriate place in the journal version (e.g. in the Acknowledgements section).
- The Cochrane Review must be cited in the text and reference list of the journal version.
- A footnote should be placed on the title page of the journal version to inform readers and documenting agencies that the paper has been published previously, either in whole or in part, citing the primary publication (the *Cochrane Database of Systematic Reviews*); for example: “This article is based on a Cochrane Review published in the *Cochrane Database of Systematic Reviews (CDSR)* YYYY, Issue X, DOI: 10.1002/14651858.CD00xxxx (see www.thecochranelibrary.com for information). Cochrane Reviews are regularly updated as new evidence emerges and in response to feedback, and the *CDSR* should be consulted for the most recent version of the review.”
- The Cochrane Review published in the *CDSR* should reference the journal version in the section ‘Other published versions of this review’ as soon as possible after publication of the journal version or when in press.

Please send a copy of the journal version of your article to me upon publication and, in the meantime, do come back to me if you have any queries about this process.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Permission to co-publish in a journal is denied

Dear [insert name]

Thank you for requesting permission to co-publish your Cochrane Review entitled “[insert title]” (“[insert CD number]”) in the journal [insert journal title].

Unfortunately, your request to co-publish this Cochrane Review has been refused.

This decision was reached in consultation with the Editor in Chief of the Cochrane Library, and the reasons for this decision are outlined below:

1.

2.

3.

Do come back to me if you have any queries about this process.

Best wishes

[Insert name, Managing Editor, Cochrane [insert] Review Group]

[Insert address and contact details]

Template: co-publication agreement for journals

[Can we make this a downloadable Word file instead?]

For information only; Wiley will administer all co-publication agreements.

This agreement (“Agreement”) is made on [date] between the [name of society (or owner of journal)] of [address] and John Wiley & Sons, Ltd. (“Wiley”) whose registered office is at The Atrium, Southern Gate, Chichester, PO19 8SQ, West Sussex, UK regarding the co-publication of content from the *Cochrane Database of Systematic Reviews* (the “Reviews”) in the journal [journal], and on the associated website [website address]. This Agreement shall commence on the date of signature of the Agreement by both parties and shall continue in effect for a period of two (2) years (the initial term) and shall continue thereafter for subsequent one-year terms, subject to termination by either party in writing at least 30 days prior to the expiry of the initial term or each such subsequent one-year term.

Co-publication of Cochrane Reviews published in the Cochrane Database of Systematic Reviews

Either: [The [Society/Owner] will select Reviews from suggestions supplied by a Cochrane Review Group (CRG) and will solicit submissions of abridged versions of the Reviews directly from the Review Authors. Review Authors will be invited directly by the [society/owner], and will be instructed to follow the [journal] guidelines; in order that submissions to [journal] will follow the standard [journal] peer review and editing process.]

Or: [The invitation to re-publish abridged versions of Cochrane Reviews in [journal] will be extended to all Review Authors publishing with the following Cochrane Review Groups (CRGs): [list]. If Review Authors decide to submit an abridged version of their Cochrane Review for co-publication in the journal, they will be instructed to follow the [journal] guidelines; in order that submissions to [journal] will follow the standard [journal] peer review and editing process].

It is anticipated that [journal] will re-publish up to six abridged Reviews of this type a year.

[Society/Owner] may ask Review Authors of abridged versions of Reviews to sign their standard [journal] copyright transfer agreements or licences, provided that any rights transferred are subject to the agreement signed by all Review Authors in relation to the publication of the Review in the Cochrane Database of Systematic Reviews. It is expressly agreed that, in signing a copyright transfer agreement or licence for publication of the Review in the journal, the Review Author retains the right to use any information or content supplied as part of the journal article to update or otherwise modify the Review in the Cochrane Database of Systematic Reviews.

The [society/owner] agrees to the following conditions for re-publication:

It is agreed that all [journal] abridged versions of the Reviews will be published after first publication in the *Cochrane Database of Systematic Reviews* unless specific prior permission is sought by the Review Authors from the Editor in Chief of *The Cochrane Library*.

The title of the abridged Review published in the [journal] shall make it clear that the Review is abridged from a Cochrane Systematic Review – for example: “XXX: a Cochrane Review” or “XXX: a Cochrane Systematic Review”.

The abridged Review must faithfully reflect the data and interpretations of the Cochrane Review. Where journal editing and peer review results in differences in the data or interpretation these will, where appropriate, be incorporated into an update of the Cochrane Review in the *Cochrane Database of Systematic Reviews* at the next available opportunity, with acknowledgement as appropriate.

The support of the CRG in publishing the Cochrane Review should be acknowledged in an appropriate place in the journal version (e.g. in the Acknowledgements section).

It is agreed that [society/owner] will instruct Review Authors to cite the full Review, published in the *Cochrane Database of Systematic Reviews* in the reference list of each abridged version published in [journal]. The citation should include the author(s) name(s), the title of the Review, the Review number (e.g. CD00xxxx), issue number and year of publication of the *Cochrane Database of Systematic Reviews*, plus the dates of any amendments: e.g. Doumit G, Gattellari M, Grimshaw J, O'Brien MA. Local opinion leaders: effects on professional practice and health care outcomes. *Cochrane Database of Systematic Reviews* 2007, Issue 1. Art. No.: CD000125. DOI: 10.1002/14651858.CD00xxxx.

In addition, it is agreed that the following statement shall be included in [journal] as a footnote on the first page of each version published in [journal]: "This review is an abridged version of a Cochrane Review previously published in the *Cochrane Database of Systematic Reviews* YYYY, Issue X, DOI: 10.1002/14651858.CD00xxxx (see www.cochranelibrary.com for information). Cochrane Reviews are regularly updated as new evidence emerges and in response to feedback, and *Cochrane Database of Systematic Reviews* should be consulted for the most recent version of the review."

The Cochrane Review published in the *Cochrane Database of Systematic Reviews* will reference the journal version in the section 'Other published versions of this review' as soon as reasonably practicable after publication of the journal version.

The [Society/Owner] will send one copy of each [journal] issue containing an abridged Review to: Cochrane Editor, John Wiley & Sons Ltd., The Atrium, Southern Gate, Chichester, West Sussex, PO19 8SQ, UK.

The parties will adopt an agreed problem resolution process during the term of this Agreement to allow for editorial concerns to be addressed by the [journal] Editor in Chief, the relevant Review Author, the Cochrane Review Group Co-ordinating Editor, the Editor in Chief of *The Cochrane Library*, and representatives from Wiley.

Both parties represent and warrant that they have full right and authority to enter this Agreement and to comply with the provisions herein.

[Society/Owner] shall publish abridged Reviews at its own risk and expense. To the fullest extent permitted by law, Wiley (for itself and its licensors) disclaims any liability for the content, accuracy or suitability for re-publication of the Reviews.

This Agreement may not be assigned by either party without the prior written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of the subsidiaries, successors and assigns of the parties.

This Agreement shall be governed by English law as if made and wholly performed in England and the parties agree to submit to the exclusive jurisdiction of the English courts.

This Agreement constitutes the complete understanding of the parties in relation to the subject matter and no modification or waiver of any provisions shall be valid unless in writing and signed by both parties. Any waiver in one or more instances by either of the parties of any breach by the other of any terms or provisions contained in this Agreement shall not be considered a waiver of any succeeding or preceding breach.

Signed: Signed:

Title:

Title:

For and on behalf of

For and on behalf of

[journal]

John Wiley & Sons Ltd.

[address 1]

The Atrium, Southern Gate

[address 2]

Chichester, West Sussex

[address 3]

P019 8SQ, UK

Date:

Date:

For permission to republish a table from a Cochrane Review, see <http://www.wiley.com/WileyCDA/Section/id-403426.html>

