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Information technology

Review Manager (RevMan)

Review Manager (RevMan) 5 is the software used for preparing and maintaining Cochrane Reviews, and is a mandatory authoring tool for Cochrane Reviews. RevMan 5 is used to prepare Cochrane Reviews of interventions, methodology, diagnostic test accuracy, and overviews of reviews.

RevMan 5 is developed through a continuous process of consultation with its users and Cochrane methodologists, to support standards and guidelines for Cochrane Reviews, and provides analytic methods, access to 'online' help, and validation mechanisms.

RevMan 5 is free to use for authors preparing a Cochrane Review or for purely academic use. Commercial companies may use the software if they purchase a licence. To know about the prices, to purchase a licence or to order multiple licences, or to access the End-User Agreement, please refer to [Licensing and permission to use RevMan](#).

To download and install RevMan, visit [RevMan 5 download](#).

A complete RevMan User Guide is also available. See [RevMan 5 Resources](#).

GRADE

GRADEpro GDT software has been developed by the GRADE working group to support the creation of Summary of Findings Tables for Cochrane Reviews and Evidence Profiles. More information about the GRADE approach to assessing the quality of evidence can be found in the *Cochrane Handbook for Systematic Reviews of Interventions* and the GRADE working group website: www.gradeworkinggroup.org/.

To download and install GRADEpro, visit: <https://gradepro.org/>

Archie

Archie is Cochrane's internet based repository for managing documents and contact details for Cochrane Groups and contributors. Access is via the Internet (archie.cochrane.org/), and all users with an account can gain access to content appropriate to their role. The data for Cochrane Groups and their members are maintained by Groups themselves. Further information about Archie is available in the [Review Production Tools section](#) of this site.

Managing data in Archie

Table 1 outlines who has responsibility for managing the different types of data stored in Archie. Details of other responsibilities, such as user support or system management and backup, are not included here.

Table 1. Managing data in Archie: roles and responsibilities

People	Responsibilities	Who questions about data should go to
Individuals who do not have access to 'Archie'	Keep their primary Cochrane Group informed about any changes to their contact details	Primary Cochrane Group
Standard users (individuals who have access and can edit their own contact details)	Update their own contact details verify that Group affiliation is correct	Primary Cochrane Group
Group administrators (who typically will have a Super User role)	Update their own contact details Update their Group's record (including its Module text) Update the Group's membership/role information Update members' records (if primary), or notify relevant administrator (if not primary) Respond to questions/requests from other Group administrators Respond to questions/requests from Group members	Individuals in question, or other Group administrators
Data administrator ¹ (staff of the Central Executive Team)	Tries to ensure that contact details of the contact people of all Groups are available and up-to-date Updates these contact details if necessary ² Directs questions/requests to the appropriate Group	Particular individuals, Group administrators, or System administrator
System administrator ¹ (staff of the Cochrane IMS team)	Has no data responsibilities Performs imports and bulk editing tasks, and generates reports from the Database Responds to questions/requests	n/a

1. Data and System administrators may also independently be Group administrators for specific entities.
2. The type and number of contact persons required will depend on the type of Group, and should be agreed with the Central Executive Team (admin@cochrane.org).

Terms of use

The terms of use are available from the [Archie section on this site](#).

Criteria for inclusion in Archie and/or access to the Group Website Builder

The Central Executive Team (admin@cochrane.org) is responsible for dealing with requests for inclusion of new entities, and special and temporary groups in Archie, for dealing with requests for access to the entity website module of Cochrane's content management system, and for considering exceptions that do not meet the criteria below.

Requests from 'Possible' entities should be put forward by the Director of the relevant reference Cochrane Centre, in accordance with established practice. This does not apply to the Governing Board (formerly the Steering Group)'s advisory and working groups, which should be given an entry in Archie and/or access to the entity website module of the Cochrane's content management system on request.

Criteria for inclusion in Archie

The contact details of intending Cochrane Groups that have held at least one exploratory meeting (attended by a member of the Monitoring and Registration Committee) should be included in Archie, should be labelled 'Possible', and their Super User(s) should have access to Archie.

The contact details of intending Cochrane Groups that have not held at least one exploratory meeting (attended by a member of the Monitoring and Registration Committee) should not be included in Archie, and they should not have access to Archie.

Cochrane-wide working groups reporting to the Governing Board should be included in Archie in the 'Other' category, if they request it, and their Super User(s) should have access to Archie.

Criteria for access to the Entity Website Builder

All officially registered Cochrane entities should be given access to the entity website module of Cochrane's content management system (techsupport@cochrane.org).

Cochrane-wide working groups reporting to the Board should have access to the entity website module of the Cochrane's content management system if they request it.

'Possible' Cochrane Groups (i.e., groups of people who have held an exploratory meeting attended by a member of the Monitoring and Registration Committee) should have access to the entity website module of Cochrane's content management system if they request it, so that they can prepare a website for use post-registration. The template for their site would contain a disclaimer stating that the site is 'in preparation' and that the group is not yet officially registered with Cochrane. The 'Possible' Group should not be given its final site address until after it has achieved official registration with Cochrane via the Monitoring and Registration Committee.

Any group of people not officially registered with Cochrane should not have access to the entity website module of Cochrane's content management system, as the Cochrane logo is an integral

feature of this software, and people would be misled into thinking that the group is officially part of Cochrane.

The Central Executive Team (admin@cochrane.org) is responsible for considering exceptions that do not meet the above criteria, put forward by the Director of the relevant reference Cochrane Centre.

Permission to access Cochrane-wide data in Archie

Generally speaking, what a given user can see and do in Archie is governed by a set of permissions that derive from:

- The person's status as a user of Archie – everyone with a user account in Archie can see and do certain things;
- The person's Group Roles – i.e. the roles they have been assigned in a given CRG, Field, or other Cochrane Group; and
- The person's Document Roles – i.e. the roles they have been assigned in relation to particular documents in Archie (e.g. the role of Author of a specific review).

All users of Archie who have set up a username and password have the following standard permissions:

- Ability to read and edit their own contact details.
- Ability to read (but not to edit) non-hidden contact details for all persons.
- Ability to view the titles of all reviews (but not to read or edit their contents).

For more information about permissions in entities, please refer to Archie 'Help'.

As well as the permissions that users are granted through the standard permissions, and their entity role permissions, a small number of people who have special roles within Cochrane are included in Special User Groups (through Archie's administrative interface) that give access to data across all entities.

Special user groups

There are a number of Special User Groups; see Table 2. Each one is listed below with the permissions associated with the user group, who is responsible for approving membership, and the default membership, where relevant.

Table 2. Archie Special User Groups

Name	Permissions	Person responsible for approving membership
Cochrane Register of Studies (CRS)	<ul style="list-style-type: none">• Read all draft and published reviews.	CRS Project Manager

	<ul style="list-style-type: none"> • Full access to CRS 	
Cochrane Editorial Unit (CEU)	<ul style="list-style-type: none"> • Read published reviews and reviews that have been marked for publication • View Author roles • View Group reports • Access Monitor Interface • Access Review Versions Search • View workflows 	Editor in Chief
ME Support Team	<ul style="list-style-type: none"> • Full control (equivalent to being Super User) for all CRGs 	ME Support Manager
CIS Support Team	<ul style="list-style-type: none"> • Collaboration-wide access to all user functions and data (apart from Files folders for CET, CEU, Governing Board, Board advisory committees, Board sub-committees, Group Executives and Committees) • Cannot access Publisher, Monitor or Admin tabs in Archie 	CIS Team Manager
Monitors	<ul style="list-style-type: none"> • Read published reviews • View Group reports • Access Monitor Interface • Access Review Versions Search 	Chief Executive Officer; Automatically approved members of this user group: elected members of the Board; staff of the Central Executive Team (CET); and members of the Monitoring and Registration Committee (MaRC)
Podcast editors and Translators	<ul style="list-style-type: none"> • Read published reviews and reviews that have been marked for publication • View Author roles • Read 'Nearly ready for publication' reviews? 	Editor in Chief, Translation Working Group

Publishers	<ul style="list-style-type: none"> • Read published reviews and reviews that have been marked for publication • View Author roles • Access to the Publisher tab (which gives access to exporting reviews for publication in the Cochrane Database of Systematic Reviews) 	Publisher, The Cochrane Library
Research Projects	<ul style="list-style-type: none"> • Allows access to all published reviews • Read published versions • Access Review Version Search 	Editor in Chief
Central Executive Team (CET)	Edit contact details of all persons	CET Administrator
SysAdmins	Full control over all functions and data	CIS Team Manager

Access to the Review Versions Search

The Review Versions Search is a module of Archie that consists of a 'back-end' where each published version of a Cochrane Review is stored in searchable form (as part of the Archie database), and a 'front-end' interface for performing searches across the reviews and extracting data. This module has replaced the old data extraction system known as the Parent Database.

Permission to access the Review Versions Search is given to:

- Entity Super Users.
- Members of the Monitors, the Cochrane Editorial Unit and the Research Projects user groups.

Note that people who need to access the Review Versions Search for special purposes can request to be added to the Research Projects user group by sending a request to the Editor in Chief and IMS Team Manager. The request must include the following basic information:

- Name.
- Role within Cochrane.
- Brief description of the project/reason for request.
- Duration of requested access.

Privacy policy

The Archie privacy policy is available in the [Archie section](#) on this site.

Cochrane Register of Studies (CRS)

The Cochrane Register of Studies (CRS) is both a data repository and a data management tool. As a 'meta-register' or repository for Specialised Registers from all Cochrane groups, including Cochrane Review Groups, it provides a central storage facility. *The Cochrane Central Register of Controlled Trials* (CENTRAL) is drawn from the CRS; all Cochrane groups that publish records in CENTRAL do so via the CRS. The CRS is also a powerful management tool which enables Cochrane groups to develop their Specialised Registers and to support literature searching activities for individual Cochrane Reviews.

The CRS automatically synchronises with [Review Manager](#) (RevMan), The Cochrane Collaboration's systematic review authoring software. This enables linking to Cochrane Reviews and Protocols within each group's CRS segment, and automatically matches the included/excluded studies and their associated reports contained in Cochrane Reviews with corresponding CRS records. Records exported from the CRS are automatically formatted to conform to the Cochrane Style Guide, which will improve consistency of reference formatting within Reviews.

Access to the CRS is currently restricted to Cochrane groups which maintain a Specialised Register. Groups can choose which of their staff members have access to the CRS and the type of tasks they can perform.

Editorial workflows for Cochrane Reviews

The workflow system in [Archie](#) was designed primarily to help Managing Editors and others working in Cochrane Review Group (CRG) editorial offices manage their work more efficiently and effectively. Workflows help CRGs track the progress of individual reviews through the editorial process and can automatically send prompts and notification to authors, editors, and others involved in writing and editing reviews when they need to take action. In addition to this, workflow reports can be generated to help CRGs to analyse, reflect on, and improve their own editorial processes. Emails and attachments can also be generated automatically, which save time as they can be reused across all workflows.

Available workflows

Six workflows are available in Archie:

- [Title Registration](#)
- [Protocol Development](#)

- [Protocol Amendment](#)
- [Review Development](#)
- [Review Amendment](#)
- [Review Update](#)

CRGs can customise the templates in various ways to streamline work and to reflect their own editorial processes more closely.

Mandatory use of the workflow system

Workflow use in Archie has been mandatory for all CRGs since 2012. In practical terms, this means:

- CRGs are expected to use the Protocol Development, Review Development, and Review Update workflows to manage, and keep an accurate record of, the editorial processing of all reviews in the CRG. This means using the workflows as much as possible in a regular, real-time way (rather than in an administrative, after-the-fact fashion), so that they reflect what really happens on a day-to-day basis as accurately as possible.
- Review Update workflows are not needed if the Review has the Update status 'No update planned' as assessed by the [Updating Classification System](#). You can Abort In Progress workflows for these reviews, and insert the reason for aborting the workflow as "No update planned".
- CRGs are strongly encouraged to use the Title Registration workflow in any way they find helpful, but use of this workflow is optional.
- CRGs are encouraged to use the Protocol Amendment and Review Amendment workflows, particularly in cases where it is important to keep a record of the editorial processing of significant amendments, such as the correction of a serious error which results in changes to the conclusions of a review, but use of these workflows is optional.

User documentation and other resources

[Cochrane Training](#) provides workflow resources for CRG staff on:

[Customising workflow templates in Archie](#)

[Creating and using customised task email templates in Archie](#)

[Generating and using Workflow Reports](#)

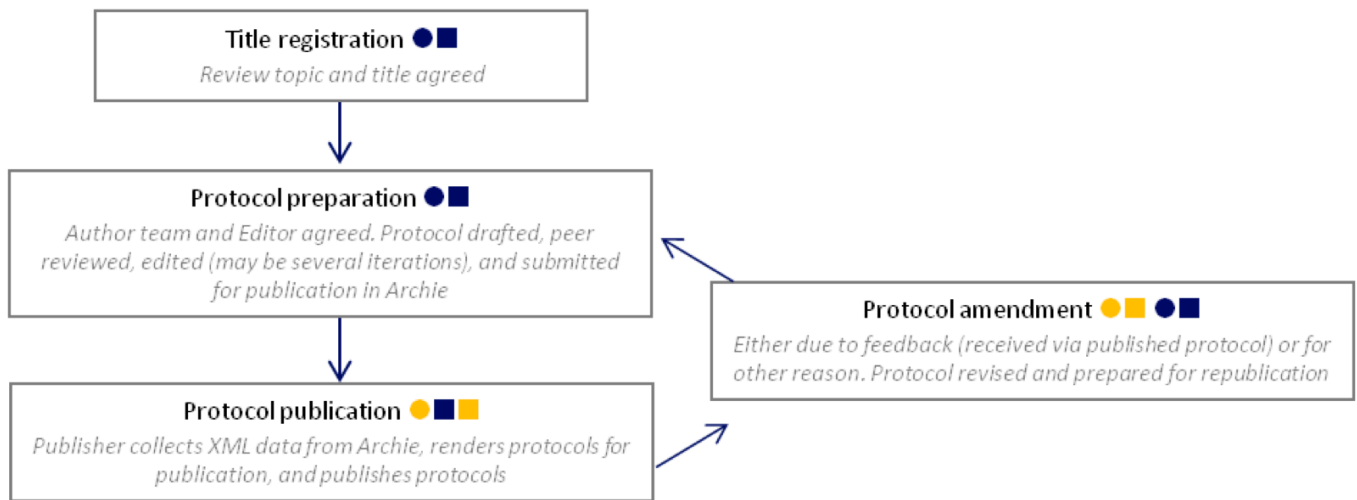
Managing Editors with questions about the workflow system can contact Managing Editor Support (mesupport@cochrane.org).

Publication cycle and interaction between Cochrane and publisher systems

The Cochrane Collaboration manages the content for Cochrane Reviews (including protocols and updates) via Archie, our Information Management System (IMS). The publisher, John Wiley & Sons, Ltd., interacts with the IMS via a dedicated ‘publisher’s page’.

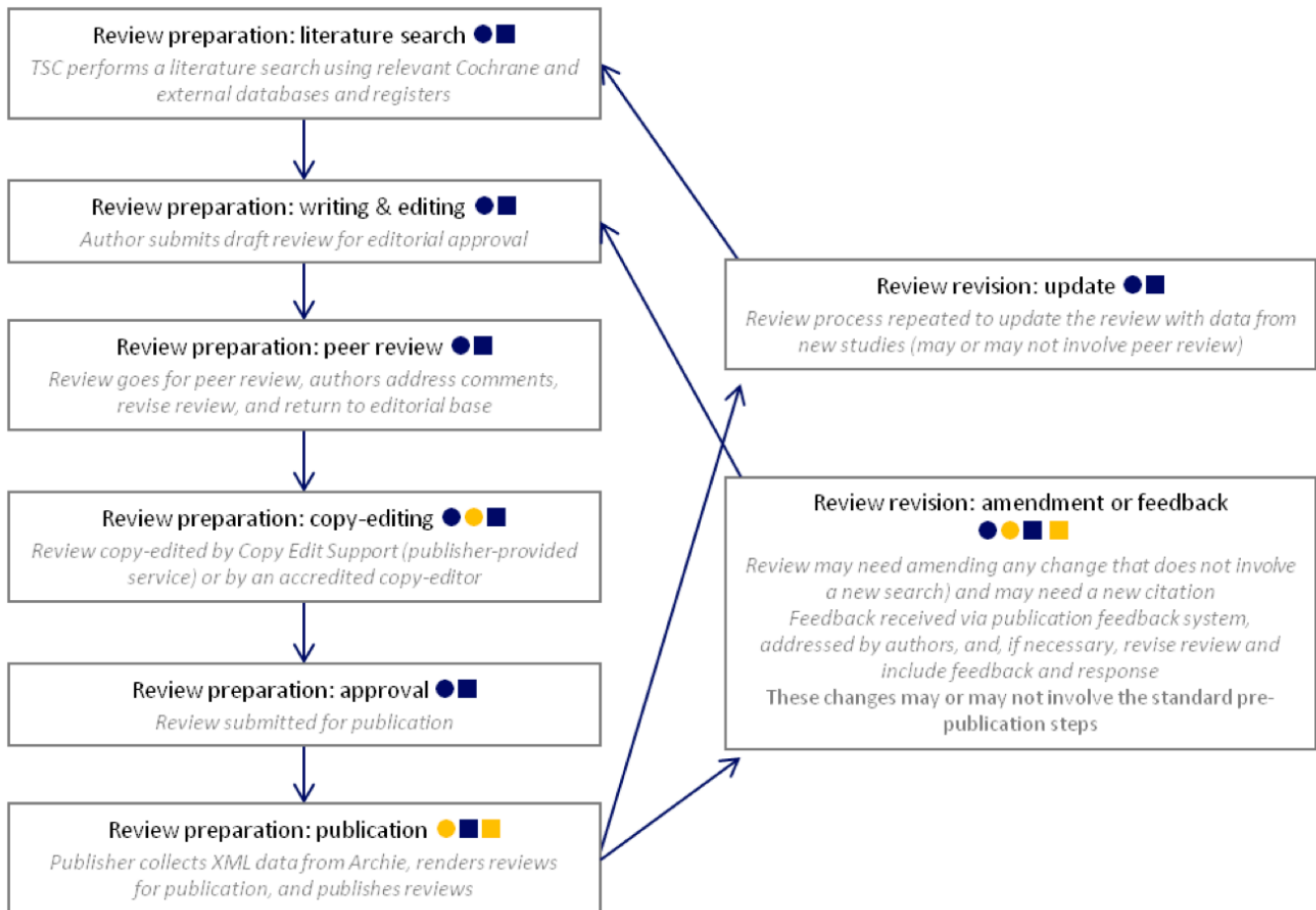
These figures below show the responsibilities of The Cochrane Collaboration and the publisher. The publication cycle for title registration and the protocol stages is shown in Figure 1, and for the review stage is shown in Figure 2.

Figure 1. Review cycle: title registration and protocol stage



Responsibilities: [?]● Cochrane personnel; ■ Cochrane technology (e.g. Archie, RevMan); [?]● Publisher personnel; ■ Publisher technology.

Figure 2. Review cycle: review stage



Responsibilities: [?]● Cochrane personnel; ■ Cochrane technology (e.g. Archie, RevMan); [?]● Publisher personnel; ■ Publisher technology.

Preview published PDF service

The Preview Published PDF service, introduced in January 2012, allows Cochrane authors and other Archie users to view an advance proof of the PDF version of a Cochrane Review, as it will appear in the CDSR. The production of the PDF version of Cochrane Reviews (and protocols) published in the *Cochrane Database of Systematic Reviews* (CDSR) is an automated process. While efforts are made to ensure that the review converts well to a PDF, sometimes there are problems with the display of the PDF.

A [guide to using the Preview Published PDF service](#) provides tips on how to avoid or manage any display problems.

Other software resources

In addition to Review Manager, a number of other software tools can be useful in the production of

Cochrane Reviews.

See [Review production tools > Other software](#).

ORCID

ORCID (orcid.org) provides unique IDs for researchers. ORCID IDs help to distinguish between researchers with similar names and help ensure that work is correctly attributed. ORCID is a non-profit initiative supported by publishers and funders, and anyone can register for a free ORCID ID. Find out more at orcid.org.

ORCID IDs can be assigned to person records in [Archie](#), using the 'Connect to ORCID' link in the 'General' tab. This will link the person record with their ORCID ID. In future, ORCID IDs will be displayed with author information for published Cochrane Reviews in the *Cochrane Database of Systematic Reviews* on the Cochrane Library.

Digital object identifier (DOI) and website address (URL) of a Cochrane Review

Digital object identifier (DOI)

A typical Cochrane Review digital object identifier (DOI) looks like this:

10.1002/14651858.CD001751.pub3

What do the DOI components mean?

10.1002 prefix indicating the DOI is owned by John Wiley and Sons, Ltd (Cochrane's publisher)
14651858 the ISSN of the Cochrane Library
CD001751 Cochrane Review ID
Pub3 the version number (for versions 2 and up)

Each time a new citation version is published the version number increases by 1, but there is no Pub1. The first version (usually the protocol) has no 'Pub' suffix.

For example, this is the DOI history for a single review looking in the past, present, and future:

- 10.1002/14651858.CD008540 2010 protocol
- 10.1002/14651858.CD008540.pub2 2010 first review version
- 10.1002/14651858.CD008540.pub3 2012 update
- 10.1002/14651858.CD008540.pub4 2016 update
- 10.1002/14651858.CD008540.pub5 next citation version when published

For older reviews the earlier versions may not be available in the *Cochrane Database of Systematic Reviews* (within the Cochrane Library), so a reader will only see the first version of the review with a Wiley DOI. The 'pub' number is independent of the stage, type, or status of the review. It just increases by 1 if there's a new citation version.

DOI structure for split and merged reviews

If a review is split into multiple versions, this is recorded in Archie, but each new review will get a separate new CD number and DOI. This also applies if multiple reviews are merged into one review. The new review will get a new CD number and DOI.

URL (website address)

The URL is created by adding the DOI after this: <http://onlinelibrary.wiley.com/doi/>

followed by a /full or /abstract suffix, for the full text or abstract, respectively.

So for the example review, the URL is:

<http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD001751.pub3/full> (for full text)

<http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD001751.pub3/abstract> (for the abstract)

Comparing versions of reviews or protocols in Archie

Using Archie 'compare versions' tool

See [Archie Help: Comparing versions](#)

Using Archie and Microsoft Word

The 'compare versions' function in Archie is useful for quick comparisons, but there are limitations to what kinds of changes this functionality can display. If you need to know the details of every change made between two versions, this can be done quite easily using Microsoft Word.

1. In Archie, open the first version. Select all the text (via your browser's Edit menu or using a keyboard shortcut: Ctrl-A in Windows; Command-A in MacOS)
2. Copy and paste into a Word document
3. Save the Word document with a suitable name
4. Repeat 1-3 for the second version that you want to compare.
5. In Word, access the 'Compare Documents' function. In most version of Word this is found under the menu Tools > Track Changes > Compare Documents..
6. You can then select the two Word documents you have saved and Word will mark up all the changes

7. This can take some time if the documents are very long, so you can either be patient or use selected parts of a review.

Review validation

Validation rules are divided into two types: those that result in error messages and those that result in warnings. Errors must be corrected to ensure that a review is published in its present form. Warnings are non-critical but serve as guidelines for complying with the correct format of Cochrane reviews. Some rules apply to protocols only (P), some apply to reviews only (R), and some apply to both reviews and protocols (P+R).

Validation checks in RevMan 5 and Archie

[updated on 10 March 2014]

The context in which you run the validation affects what information may be available. There are four cumulative sets of validation checks:

1. In **RevMan as you type** - everything that can be checked immediately without contacting Archie.
2. In the **RevMan validation report** - also includes contacting Archie to check references to reviews.
3. In the **Archie Validation report** - also includes a check for Topics links.
4. In the **Archie Publication Wizard validation report** - also includes checks for publication status and history.

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
Title	Cannot be empty.	P + R	Section is empty.	Error
Title	Cannot exceed 256 characters		Title is longer than 256 characters.	Error
Authors	Cannot be empty.	P + R	Section is empty.	Error
Author (person)	First Name and Family Name	P + R	First Name and Last Name are	Error

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
	cannot both be empty.		empty.	
Author (group)	Group Name cannot be empty.	P + R	Group Name is empty	Error
Author	Record must be linked to Archie.	P + R	Record is not linked to Archie.	Error
Author (person)	City cannot be empty for any of the addresses.	P + R	City is empty.	Error
Author (person)	Country cannot be empty for any of the addresses.	P + R	Country is empty.	Error
Author (person)	First Name or Family Name should not be empty.	P + R	First Name or Family Name is empty.	Warning
Author (person)	Organisation should not be empty for any of the addresses.	P + R	Organisation is empty.	Warning
Contact person	First Name and Family Name cannot both be empty of the Primary Address.	P + R	First Name and Family Name are empty.	Error
Contact person	Department, Organisation, Address 1 and Address 2 cannot all be empty of the Primary Address.	P + R	Department, Organisation, Address 1 and Address 2 are empty.	Error
Contact person	City cannot be empty of the Primary Address.	P + R	City is empty.	Error
Contact person	Country cannot be	P + R	Country is empty.	Error

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
	empty of the Primary Address.			
Contact person	Email cannot be empty of the Primary Address.	P + R	E-mail is empty.	Error
Contact person	First Name or Family Name should not be empty of the Primary Address.	P + R	First Name or Family Name is empty.	Warning
Dates	Assessed as Up-to-date cannot be empty.	R	Assessed as Up-to-date is empty.	Error
Dates	Date of Search cannot be empty.	R	Date of Search is empty.	Error
Dates	Assessed as Up-to-date cannot be in the future.	R	Assessed as Up-to-date is in the future.	Error
Dates	Date of Search cannot be in the future.	R	Date of Search is in the future.	Error
Dates	Assessed as Up-to-date should not be more than six months after Date of Search.	R	Assessed as Up-to-date is more that six months after Date of Search.	Warning
Dates	Next Stage Expected should not be empty.	P	Next Stage Expected is empty.	Warning
Dates	Next Stage Expected should not be in the past.	P + R	Next Stage Expected is in the past.	Warning
Dates	Protocol First Published should not be empty for a	R (published)	Protocol First Published is empty.	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
	published review.			
What's new	Section cannot be empty unless protocol or review is new.	P + R (not new)	What's new is empty.	Error
What's new	Only one declaration event is allowed.	P + R	More than one declaration event ('New citation' or 'No longer being updated').	Error
What's new	If an Updated event is present, the Date of search should be less than two years old.	R	Review is declared to be updated, but Date of search is more than two years ago.	Warning
What's new	If a New citation: conclusions not changed event is present, there should usually also be an Updated event.	R	A new citation is declared without the review being updated. This should only be used in rare circumstances if a serious error in the citation record needs to be corrected.	Warning
What's new	If a Feedback incorporated event is present, there should be feedback in the review.	P + R	A 'Feedback incorporated' event is included, but the Feedback section is empty.	Warning
Event	Only events relevant to the current stage are allowed.	P + R	Event is not allowed at [Protocol/Full review] stage.	Error

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
Event	Date cannot be empty.	P + R	Date is empty.	Error
Event	Description cannot be empty.	P + R	Description is empty.	Error
Event	Dates cannot be in the future	P + R	Date is in the future.	Warning
Event	Withdrawn reviews only support Amended events.	R	Withdrawn reviews only support Amended events.	Error
Abstract	Abstract should not exceed 700 words.	R	Section is longer than 700 words (word count [n]).	Warning
Abstract	Abstract cannot exceed 1000 words.	R	Section is longer than 1000 words (word count [n]).	Error
Plain language summary	Summary should not exceed 400 words.	R	Section is longer than 400 words (word count [n]).	Warning
Plain language summary	Summary cannot exceed 700 words.	R	Section is longer than 700 words (word count [n]).	Error
Summary title (not DTA)	Default text '[Summary title]' should be modified.	R	Section is empty.	Error
Summary text (not DTA)	Default text '[Summary text]' should be modified.	R	Section is empty.	Error
Summary title (DTA only)	Default text '[Summary title]' should be modified.	R	Section is empty.	Warning
Summary title (DTA only)	Default text '[Summary text]'	R	Section is empty.	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
	should be modified.			
Main text sections	Mandatory text sections (depending on stage) and activated text sections (under mandatory parent sections) cannot be empty. Most main text sections are mandatory with three exceptions (see below).	P + R	Section is empty.	Error
Acknowledgements, Contributions of authors	Sections should usually not be empty.	P + R	Section is empty.	Warning
Published notes	Cannot be empty for withdrawn reviews.	P + R	For a withdrawn review, this section should contain the reason for withdrawal.	Error
Study characteristics	All fields should not be empty at the same time.	R	Section is empty.	Warning
Summary of findings tables, Summary of results tables (DTA)	Numbering sequence should be unbroken.	R	There is a gap in the numbering sequence - use Renummer.	Warning
Summary of results tables (DTA)	Cannot be empty.	R	Section is empty.	Error
Summary of	Title cannot be	R	Title is empty.	Error

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
findings table, Summary of results table (DTA)	empty.			
Additional tables	Numbering sequence should be unbroken.	P + R	There is a gap in the numbering sequence - use Renumber.	Warning
Additional table	Title cannot be empty.	P + R	Title is empty.	Error
Additional table	Table should be linked from the text.	P + R	Table is not linked from the text.	Error
Additional table	Links to tables should follow a sequential order.	P + R	The order in which Tables are linked is not correct. Links to Table [n] must come after links to Table [m].	Warning
Additional table	Number of columns should not exceed 10 columns	P + R	Table contains more than 10 columns.	Warning
Additional table	Number of columns cannot exceed 25 columns.	P + R	Table contains more than 25 columns.	Error
Included study, Excluded study	Study should have at least one reference.	R	No reference found.	Warning
Reference	All fields should not be empty at the same time.	P + R	Reference is empty.	Warning
Reference	Required fields should not be empty.	P + R	[Field name] is empty.	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
Cochrane review reference, Cochrane protocol reference	SO field should be 'Cochrane Database of Systematic Reviews'.	P + R	Journal/Book/Sour ce should be Cochrane Database of Systematic Reviews.	Warning
Cochrane review reference, Cochrane protocol reference	Should have DOI identifier.	P + R	DOI is missing.	Warning
Cochrane review reference, Cochrane protocol reference	The DOI identifier should be specified correct.	P + R	Multiple error messages depending on what is wrong.	Warning
Additional references	References cannot be reused		[identifier] is already used as an id in included or excluded studies.	Warning
Additional reference	Reference should be linked from the text.	P + R	Reference is not linked from the text.	Warning
Data and analyses	Numbering sequence of comparisons should be unbroken.	R	There is a gap in the numbering sequence - use Renumber.	Warning
Comparison	Name cannot be empty.	R	Name is empty.	Error
Comparison	Numbering sequence of outcomes should be unbroken.	R	There is a gap in the numbering sequence - use Renumber.	Warning
Comparison	Should not have empty outcomes.	R	One or more outcomes have no associated study	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
			data.	
Outcome	Name cannot be empty.	R	Name is empty.	Error
Outcome	Numbering sequence of subgroups should be unbroken.	R	There is a gap in the numbering sequence - use Renumber.	Warning
Outcome	An active choice of labels for graph axes is required.	R	The default graph label (Favours [experimental]/Favours [control]) for forest plots must be changed.	Error
Numeric outcome	I^2 test should be < 95% if totals are calculated.	R	An I^2 of [value] represents highly inconsistent findings across studies, and may indicate an error in the data.	Warning
Other outcome	No column heading should be empty.	R	One of the column headings is empty.	Warning
Subgroup	Name cannot be empty.	R	Name is empty.	Error
Numeric subgroup	Cannot be excluded from analysis.	R	Subgroup not included in analysis.	Error
Numeric subgroup	I^2 test should be < 95% if subtotals are calculated.	R	An I^2 of [value] represents highly inconsistent findings across studies, and may indicate an error in the data.	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
Numeric study data	Cannot be excluded from analysis.	R	Study data not included in analysis.	Error
Inverse variance outcome or subgroup	Option to enter number of participants has been selected, but no data have been entered for any studies.	R	The option to enter number of participants has been selected, but no data have been entered.	Warning
Dichotomous study data	Events \leq Total and Total > 0 .	R	Study data are invalid.	Error
Continuous study data	SD ≥ 0 and Total > 0 .	R	Study data are invalid.	Error
Inverse variance study data	SE ≥ 0 .	R	Study data are invalid.	Error
O-E and variance study data	V ≥ 0 .	R	Study data are invalid.	Error
Tests (DTA)	Numbering sequence should be unbroken.	R	There is a gap in the numbering sequence - use Renumber.	Warning
Analyses (DTA)	Numbering sequence should be unbroken.	R	There is a gap in the numbering sequence - use Renumber.	Warning
Figures	Numbering sequence should be unbroken.	P + R	There is a gap in the numbering sequence - use Renumber.	Warning
Figures	The recommended Number of figures has been exceeded		The recommended maximum number of figures (6) has been exceeded - please remove [n].	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
Figure	Figure should be linked from the text.	P + R	Figure is not linked from the text.	Error
Figure	Generic figures, flow diagrams or Risk of Bias/Quality table plots should be smaller than 1000 x 2000 pixels.	P + R	Image is [x] pixels wide and [y] pixels high. Size is too big to fit on some screens or printers.	Warning
Figure	Links to figures should follow a sequential order.	P + R	The order in which Figures are linked is not correct. Links to Figure [n] must come after links to Figure [m].	Warning
Sources of support	Section should not be empty.	P + R	No sources of support found.	Warning
Source of support	Name cannot be empty.	P + R	Name is empty.	Error
Feedback	Numbering sequence should be unbroken.	P + R	There is a gap in the numbering sequence - use Renumber.	Warning
Feedback item	Title cannot be empty.	P + R	Title is empty.	Error
Feedback item	Links to feedback items should follow a sequential order.	P + R	The order in which Feedback are linked is not correct. Links to Feedback item [n] must come after links to Feedback item [m].	Warning
Feedback text	Section should not	P + R	Section is empty.	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
section	be empty.			
Appendices	Numbering sequence should be unbroken.	P + R	There is a gap in the numbering sequence - use Renumber.	Warning
Appendix	Title cannot be empty.	P + R	Title is empty.	Error
Appendix	Section should not be empty.	P + R	Section is empty.	Warning.
Appendix	Links to appendices should follow a sequential order.	P + R	The order in which Appendices are linked is not correct. Links to Appendix [n] must come after links to Appendix [m].	Warning

Checks in RevMan validation report

From version 5.2 and newer. Also in Archie validation report and Archie Publication Wizard validation report.

Cochrane review reference, Cochrane protocol reference	A cited Cochrane review's DOI value should match with a valid Cochrane review.	P + R	CD number in the citation ([CDnumber]) is not linked to any Cochrane review in Archie.	Warning
Cochrane review reference, Cochrane protocol reference	A cited Cochrane review's title should match with the actual published version.	P + R	Review title in the citation ([title]) for the Cochrane review [CDnumber] is	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
			different from the title of the review version in Archie ([title]).	
Cochrane review reference, Cochrane protocol reference	A cited Cochrane review's DOI Pub value cannot be greater than the review update no.	P + R	Incorrect pub number.	Warning
Cochrane review reference, Cochrane protocol reference	A published version should exist for the given issue and year of a cited Cochrane review.	P + R	No published version of the cited Cochrane review ([CDnumber]) is found for the given issue ([issue]) and year ([year])	Warning
Cochrane review reference, Cochrane protocol reference	A cited Cochrane review should be in the same stage (Protocol or Review) as the actual published version.	P + R	The cited Cochrane review ([CDnumber]) is not a [stage] version.	Warning

Checks in Archie validation report

Also in Archie Publication Wizard validation report.

Topics	Reviews should be linked to one or more topics.	P + R	Review is not linked to any topics.	Warning
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Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
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Checks in Archie publication wizard

Section or Field	Rule	Stage	Message	Warning or Error
Status	A New review cannot have status Withdrawn.	P + R	A new [protocol/full review] cannot be withdrawn.	Error
Events	A reinstated review (where previously published version was withdrawn) that is not substantively updated.	P + R	A reinstated (previously withdrawn) [protocol/full review] must have a new citation and a [Major change/ Conclusions changed] event.	Error
History	A protocol should be published before review is published.	R	There is not record of a published protocol for this full review.	Warning
Title	Published reviews should have a unique title.	P + R	There is another published [protocol/full review] with the same title in the [name of CRG]	Warning
	A previously deleted review cannot be published again.	R	Only protocols can be resurrected, and they must return as active with a new citation and a Major change event.	Error
	The address for an Author or Contact	P + R	The [label] address for [name] is	Warning

Checks in RevMan as you type

Also in RevMan validation report, Archie Validation report, and Archie Publication Wizard validation report.

Section or Field	Rule	Stage	Message	Warning or Error
	person should not both be marked as hidden and published in a review.		marked as hidden, but the [contact details are/affiliation is] published with this review. This conflict should be resolved.	
	The stage cannot be set back.	R	The stage cannot be set back from [stage] to [stage].	Error
	All updates should have a new citation.	R	All updates should have a new citation.	Warning
	A review cannot be published with both a 'No longer being updated' and an 'Updated' event in What's new table.	R	A stable (no longer updated) review cannot have an Updated event under What's New.	Error