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Introduction to licence for publication forms

Authors of Cochrane Reviews (including updates and protocols for a Cochrane Review) and Editorials are required to sign a licence for publication each time a new citation version is prepared (for further information, please see the section on [Editorial Approval](#)). The Cochrane Review Group (or the Cochrane Editorial Unit, if an Editorial) will send a notification to each listed author, reminding them to sign the licence for publication form. Publication in the *Cochrane Database of Systematic Reviews* will proceed only once all authors have signed the licence for publication form.

The licence for publication forms include information on [how to proceed when an author's contributions are owned by the author's Employer](#) (including government work, and staff members of the World Health Organization and the Pan American Health Organization), including addenda to the licences where appropriate.

This section of the Cochrane Editorial and Publishing Policy Resource includes:

- Licence forms for Cochrane Reviews and Protocols:
 - Standard licence for publication form for a [Cochrane Review](#)
 - Standard licence for publication form for a [Protocol of a Cochrane Review](#)
 - Licence for publication forms that should be used when gold open access is selected:
 - [CC BY review](#), [CC BY protocol](#), [CC BY-NC review](#), [CC BY-NC protocol](#), [CC BY-NC-ND review](#), [CC BY NC-ND protocol](#)
 - Addenda where contributions owned by Employer
 - [NIH employees](#)
 - WHO staff: [addendum for standard licences](#); [addendum for Creative Commons licences](#)
 - PAHO staff: [addendum for standard licences](#); [addendum for Creative Commons licences](#)
- Licence for publication forms for [Editorials](#):
 - Standard licence for publication form for a [Cochrane Editorial](#)
 - Creative Commons licence for publication form for a [Cochrane Editorial](#)
 - Addenda where contributions owned by Employer
 - [NIH employees](#)
 - WHO staff: [addendum for standard licences](#); [addendum for Creative Commons licences](#)
 - PAHO staff: [addendum for standard licences](#); [addendum for Creative Commons licences](#)

Guidance is also provided for exceptional circumstances when a Cochrane Review Group Managing Editor must [submit a licence for publication form on behalf of an author](#).

Version changes

This section of the EPPR lists the versions of the following licence for publication forms and associated addenda:

- [Cochrane Review \(standard\)](#)
- [Protocol for a Cochrane Review \(standard\)](#)
- [Creative Commons licences \(CC BY, CC BY-NC, and CC BY-NC-ND\) for a Cochrane Review/Protocol](#)
- [World Health Organization \(WHO\): addendum to the *standard* licence for publication form](#)
- [World Health Organization \(WHO\): addendum to the *Creative Commons* licence for publication form](#)
- [Pan American Health Organization \(PAHO\): addendum to the *standard* licence for publication form](#)
- [Pan American Health Organisation \(PAHO\): addendum to the *Creative Commons* licence for publication form](#)
- [Editorial \(standard\)](#)

Cochrane Review (standard)

| Licence version* | Release date | Explanation of changes from previous version |
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| 4 | 23 Jan 2017 | <ul style="list-style-type: none"> • External links updated. |
| 3** | 21 Sept 2016 | <ul style="list-style-type: none"> • Field added for digital object identifier (DOI) version number. • Revised authorship criteria for |

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| | | <p>consistency with ICMJE criteria.</p> <ul style="list-style-type: none"> • Authors are directed to the Cochrane Editorial and Publishing Policy Resource for Cochrane's updating policy. • Removed text about Cochrane Review Group approval ahead of publication (moved to Cochrane Editorial and Publishing Policy Resource). • Changed following author rights: <ul style="list-style-type: none"> ◦ Revised the rights to post in repositories and Scholarly Collaboration Networks (SCNs). ◦ Added sharing rights with colleagues. • Updated the section on contributions owned by Employer to include US National Institutes of Health (US NIH) employees and grantees, and UK National Institute for Health Research (UK NIHR). • Updated hyperlinks and minor text edit updates, including the addition of generic email addresses for all Wiley contacts and directing authors to Rightslink for permission requests. |
| 2 | 1 Feb 2013 | <p>Open access changes:</p> <ul style="list-style-type: none"> • Amended to reflect the introduction of green open access. • Introduces the new right for authors to post the final accepted version of the Protocol or Review (in a format specified by the Publisher) in an institutional repository or any repository mandated by the author's funder, such as [insert an appropriate example], 12 months after publication. • Introduces text to explain automatic deposition to PMC and free access on CDSR 12 months after publication • Clarifies the right to post the Protocol or Review as an electronic file on the author's own website and/or the author's institution's <u>intranet</u> (previously stated website), using the PDF version of the article available in the <i>Cochrane Database of Systematic Reviews</i>. <p>Other change:</p> <ul style="list-style-type: none"> • Minor editing to the introductory text in italic as shown in the Policy Manual and RevMan versions (not needed in the Archie version). |

*Contact the Cochrane Editorial Unit (ceu@cochrane.org) for information about earlier versions.

**Note that version 3 of the Cochrane standard (green OA) licence for publication form was due to launch on 21st September 2016. Due to a technical hitch the new licence for publication form was not actually available until 14th October 2016. During this time 53 Cochrane Reviews and 29 Cochrane protocols were published under the previous version of the licence for publication. We would like to apologise for this and assure all Authors affected that we will honour the new licence terms, as described above. If you have any questions about this, please contact the Cochrane Editorial Unit (ceu@cochrane.org).

[Protocol for a Cochrane Review \(standard\)](#)

| Licence version* | Release date | Explanation of changes from previous version |
|------------------|--------------|---|
| 4 | 23 Jan 2017 | <ul style="list-style-type: none"> External links updated. |
| 3** | 21 Sept 2016 | <ul style="list-style-type: none"> Field added for digital object identifier (DOI) version number. Revised authorship criteria for consistency with ICMJE criteria. Authors are directed to the Cochrane Editorial and Publishing Policy Resource for Cochrane’s updating policy. Removed text about Cochrane Review Group approval ahead of publication (moved to Cochrane Editorial and Publishing Policy Resource). Changed following author rights: <ul style="list-style-type: none"> Revised the rights to post in repositories and Scholarly Collaboration Networks (SCNs). Added sharing rights with colleagues. Updated the section on contributions owned by Employer to include US National Institutes of Health (US NIH) employees and grantees, and UK National Institute for Health Research (UK NIHR) Updated hyperlinks and minor text edits, including the addition of generic email addresses for all Wiley contacts and directing authors to Rightslink for permission requests. |
| 2 | 1 Feb 2013 | <p>Open access changes:</p> <ul style="list-style-type: none"> Amended to reflect the introduction of green open access. Introduces the new right for authors to post the final accepted version of the Protocol or Review (in a format specified by the Publisher) in an institutional repository or any repository mandated by the author’s funder, such as [insert an appropriate example], 12 months after publication. Introduces text to explain automatic |

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| | | <p>deposition to PMC and free access on CDSR 12 months after publication</p> <ul style="list-style-type: none"> • It also clarifies the right to post the Protocol or Review as an electronic file on the author's own website and/or the author's institution's <u>intranet</u> (previously stated website), using the PDF version of the article available in the <i>Cochrane Database of Systematic Reviews</i>. These new terms are backdated to 1 February 2013 for all authors who have signed the Licence for Publication Form between 1 February 2013 and today. <p>Other changes:</p> <ul style="list-style-type: none"> • New sections added to the Archie and RevMan versions (were already included in the Cochrane Policy Manual version): UK Government work (Crown Copyright); US Government work; Other Government work; World Health Organization (WHO) work. • New addition: National Institutes of Health (NIH) grantees. • Minor editing to the introductory text in italic as shown in the Policy Manual and RevMan versions (not needed in the Archie version). <p>Addendum to licence for publication of a World Health Organization (WHO) manuscript as a Cochrane Review</p> <ul style="list-style-type: none"> • Corrected the number of the addendum clauses. • Updated the following sentence in Clause 7 to include non-WHO author rights: "The preferred format is "The World Health Organization and [Author X] and [Author Y] retain copyright and all other rights in their respective contributions to the manuscript of this Review as submitted for publication"." • Addendum has been prepared as a Microsoft Word (97-2003) file for authors to download from the Cochrane Policy Manual. |
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*Contact the Cochrane Editorial Unit (ceu@cochrane.org) for information about earlier versions.

**Note that version 3 of the Cochrane standard (green OA) licence for publication form was due to launch on 21st September 2016. Due to a technical hitch the new licence for publication form was not actually available until 14th October 2016. During this time 53 Cochrane Reviews and 29 Cochrane protocols were published under the previous version of the licence for publication. We would like to apologise for this and assure all Authors affected that we will honour the new licence terms, as described above. If

you have any questions about this, please contact the Cochrane Editorial Unit (ceu@cochrane.org).

[Creative Commons licences \(CC BY, CC BY-NC, and CC BY-NC-ND\) for a Cochrane Review/Protocol](#)

| Licence version | Release date | Explanation of changes from previous version |
|-----------------|--------------|--|
| 3 | 23 Jan 2017 | <ul style="list-style-type: none"> External links updated. |
| 2 | 21 Sept 2016 | <ul style="list-style-type: none"> Based on Creative Commons v4.0 for CC BY, CC BY-NC, and CC BY NC-ND. Field added for digital object identifier (DOI) version number. Revised authorship criteria for consistency with ICMJE criteria. Authors are directed to the Cochrane Editorial and Publishing Policy Resource for Cochrane's updating policy, consistent with the standard licence. Removed text about Cochrane Review Group approval ahead of publication (moved to Cochrane Editorial and Publishing Policy Resource), consistent with the standard licence. Terms of use: removed line around "commercial purposes" in the CC BY licence. "permission to republish" sections updated so that they are relevant to individual CC BY licences (e.g. NC/ND versions). Changed following author rights: <ul style="list-style-type: none"> Revised the rights to post in repositories and Scholarly Collaboration Networks (SCNs). Added sharing rights with colleagues. Updated the section on contributions owned by Employer to include US National Institutes of Health (US NIH) employees and grantees, and UK National Institute for Health Research (UK NIHR). Updated hyperlinks and minor text edit updates, including the addition of generic email addresses for all Wiley contacts and directing authors to Rightslink for permission requests. |
| 1 | 1 Feb 2013 | First version; based on Creative Commons v3.0 for CC BY, CC BY-NC, and CC BY-NC-ND. |

[Addenda for WHO and PAHO staff members](#)

World Health Organization (WHO): addendum to the *standard* licence for publication form

| Addendum version | Release date | Explanation of changes from previous |
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| 3 | 21 Sept 2016 | version <ul style="list-style-type: none"> • Updated title to be consistent with the WHO Creative Commons addendum. • The 'INSERT TITLE' section of Clause 1 was removed. • In Clause 1, the sentence in parenthesis referring to non-WHO authors was removed. • In Clause 5, a contact email address for seeking permission to re-publish was provided and the postal address for John Wiley and Sons Ltd. was removed. • Clause 6 was split. The content of that section now forms two Clauses. Clause 7 now starts at the sentence beginning with 'WHO agrees that any and all copies of the Review'. All Clauses following this have been re-numbered. |
| 2 | 1 Feb 2013 | <ul style="list-style-type: none"> • Corrected the number of the addendum clauses. • Updated the following sentence in Clause 7 to include non-WHO author rights: "The preferred format is "The World Health Organization and [Author X] and [Author Y] retain copyright and all other rights in their respective contributions to the manuscript of this Review as submitted for publication"." • Addendum has been prepared as a Microsoft Word (97-2003) file for authors to download from the Cochrane Policy Manual. |
| 1 | 25 Jan 2011 | New |

World Health Organization (WHO): addendum to the *Creative Commons* licence for publication form

| Addendum version | Release date | Explanation of changes from previous version |
|------------------|--------------|--|
| 1 | 21 Sept 2016 | New |

Pan American Health Organization (PAHO): addendum to the *standard* licence for publication form

| Addendum version | Release date | Explanation of changes from previous version |
|------------------|--------------|--|
| 2 | 21 Sept 2016 | <ul style="list-style-type: none"> • Updated title to be consistent with the PAHO Creative Commons addendum. • The 'INSERT TITLE' section of Clause 1 was removed. • In Clause 1, the sentence in parenthesis referring to non-PAHO authors was removed. • In Clause 5, a contact email address for seeking permission to re-publish was provided and the postal address for John Wiley and Sons Ltd. was removed. • Clause 6 was split. The content of |

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| | | that section now forms two Clauses. Clause 7 now starts at the sentence beginning with 'PAHO agrees that any and all copies of the Review'. All Clauses following this have been re-numbered. |
| 1 | 15 Jan 2014 | New |

Pan American Health Organization (PAHO): addendum to the *Creative Commons* licence for publication form

| Addendum version | Release date | Explanation of changes from previous version |
|------------------|--------------|--|
| 1 | 21 Sept 2016 | New |

[Editorial \(standard\)](#)

| Licence version | Release date | Explanation of changes from previous version |
|-----------------|---------------|---|
| 2 | 19 Sept 2017 | Updated for consistency with standard licence for a Cochrane Review, version 4. |
| 1 | 17 March 2010 | New |

Editorial (Creative Commons)

| Licence version | Release date | Explanation of changes from previous version |
|-----------------|--------------|--|
| 1 | 19 Sept 2017 | New - based upon Creative Commons CC BY-NC licence for a Cochrane Review, version 3. |

Submitting forms on behalf of an author

A Managing Editor must submit an electronic licence for publication form on behalf of an author if one of the following circumstances apply: (1) the author has submitted a signed 'paper copy' of the form; (2) the author is [deceased](#) (no form is required, but a Managing Editor must [submit a form to enable publication](#)).

With effect from 25 February 2011, Managing Editors are no longer required to send paper copies of Licence for Publication forms to the Central Executive Team.