



About the copy-editing checklists

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1. The pre-copy-editing checklist for protocols, reviews, and updates

1.1. What is the pre-copy-editing checklist?

This checklist outlines the items that editorial teams should aim to address in a protocol, review, and update before a copy-editor can start their work. It was developed to establish a consistent standard for articles being sent for copy-editing, to highlight the items that a copy-editor cannot remedy, and to reduce unnecessary communication between Cochrane Review Groups and copy-editors. The checklist is based on the *Cochrane Handbook of Systematic Reviews of Interventions*, the methodological standards for the conduct of Cochrane intervention reviews (MECIR), the Cochrane Style Guide, and additional resources developed by a number of Cochrane Review Groups. This checklist is complementary to the copy-editor's checklist ([below](#)).

1.2. Where is the pre-copy-editing checklist located?

The pre-copy-editing checklist is available on the Cochrane Editorial Resources Committee website (<http://www.cochrane.org/intranet/editorial-resources-committee>) and via the Cochrane Style Resources website (<http://www.cochrane.org/training/authors-mes/cochrane-style-resource>).

1.3. Who developed the pre-copy-editing checklist?

The checklist was developed by the Cochrane Editorial Unit and Copy Edit Support, in collaboration with the Cochrane Editorial Resources Committee. The checklist was sent for consultation among Co-ordinating Editors, Managing Editors, Trial Search Co-ordinators, Copy Edit Support, Cochrane Editorial Unit, Diagnostic Test Accuracy Group, Methods Groups, Centres, Fields, Consumer representatives, and Author representatives. Feedback was considered and incorporated by Rachel Marshall and Harriet MacLehose (Cochrane Editorial Unit), and the Copy Edit Support manager.

1.4. Is the pre-copy-editing checklist mandatory?

We would like Cochrane Review Groups to incorporate the pre-copy-editing checklist into their editorial practices as soon as is reasonable. After a few months (likely in 2013), the Cochrane Editorial Unit and Copy Edit Support will consult with the Executives of the Co-ordinating Editors, Managing Editors, and Trial Search Co-ordinators about whether its use should become mandatory.

1.5. Who should use the pre-copy-editing checklist?

The checklist should be completed by the editor who prepares the Cochrane Review for copy-editing (the Co-ordinating Editor, the Managing Editor, or the Contact Editor) and this person should ensure that the items have been addressed.

1.6. When in the editorial process should the pre-copy-editing checklist be completed?

The pre-copy-editing checklist should be completed before a protocol, review, or update is sent for copy-editing by Copy Edit Support or an accredited Cochrane copy-editor within the Cochrane Review Group (before stage F2 of the Archie workflows); however, the pre-copy-editing checklist could be consulted and items addressed, at any stage of the editorial process.

1.7. How should I send feedback about the pre-copy-editing checklist and what kind of feedback should I send?

Feedback about the pre-copy-editing checklist should be emailed to Harriet MacLehose (hmaclehose@cochrane.org), Cochrane Editorial Unit. We would like to know from Cochrane Review Groups and copy-editors how they find using the checklist, whether they think the items are suitable, and whether they think other items should be added. We would also like to know from copy-editors whether they think the checklist ensures a consistent editorial standard before copy-editing.

1.8. When will the pre-copy-editing checklist be reviewed and updated?

We will review the pre-copy-editing checklist periodically and updates will be released based on user experience feedback.

2. Copy-editor's checklist

2.1. What is the copy-editor's checklist?

This checklist outlines the items that copy-editors should check when they are copy-editing a protocol, review, or update. It was developed to establish a consistent standard of copy-editing and to highlight the items that copy-editors should address. The checklist is based on the *Cochrane Handbook of Systematic Reviews of Interventions* and the Cochrane Style Guide. This checklist is complementary to the pre-copy-editing checklist ([above](#)).

2.2. Where is the copy-editor's checklist located?

The copy-editor's checklist is available on the Cochrane Editorial Resources Committee website (<http://www.cochrane.org/intranet/editorial-resources-committee>) and via the Cochrane Style Resources website (<http://www.cochrane.org/training/authors-mes/cochrane-style-resource>).

2.3. Who developed the copy-editor's checklist?

The checklist was developed by the Cochrane Editorial Unit and Copy Edit Support, in collaboration with the Cochrane Editorial Resources Committee.

2.4. Is the copy-editor's checklist mandatory?

We would like copy-editors (copy-editors from Copy Edit Support and accredited Cochrane copy-editors) to incorporate the copy-editor's checklist into their editorial practices as soon as is reasonable. After a few months (likely in 2013), the Cochrane Editorial Unit and Copy Edit Support will consult with the Executives of the Co-ordinating Editors, Managing Editors and Trial Search Co-ordinators about whether its use should become mandatory.

2.5. Who should use the copy-editor's checklist?

The checklist should be completed by people copy-editing protocols, reviews, and updates (copy-editors from Copy Edit Support and accredited Cochrane copy-editors).

2.6. How should I send feedback about the copy-editor's checklist and what kind of feedback should I send?

Feedback about the copy-editor's checklist should be emailed to Harriet MacLehose (hmaclehose@cochrane.org), Cochrane Editorial Unit. We would like to know from Cochrane Review Groups and copy-editors how they find using the checklist, whether they think the items are suitable, and whether they think other items should be added. We would also like to know from Cochrane Review Groups how they find the format of the feedback and queries from copy-editors and whether they think a consistent level of copy-editing is achieved.

2.7. When will the copy-editor's checklist be reviewed and updated?

We will review the copy-editor's checklist periodically and updates will be released based on feedback.