

Cochrane Database of Systematic Reviews: Supplement

COVID-19: reports from Cochrane Groups

Across Cochrane, members of the community have been involved in responses to the COVID-19 pandemic. To bring together the activities from across Cochrane groups, we are organizing a Supplement to the *Cochrane Database of Systematic Reviews* that will present reports of editorial and methods initiatives from Cochrane Groups related to the COVID-19 response, including ongoing work and future preparedness.

The aim of the Supplement is to report on and showcase work in this area and to give recognition to people and groups, as well as disseminate and report on these initiatives to the wider community, with a focus on the work done and lessons learned. It will be published on the Cochrane Library as a single PDF with a citable DOI. Each report will use a standard template so that users can easily understand the initiatives and how they compare and relate.

We are asking Cochrane groups and individuals to prepare **Short Reports** on their activities and experiences, highlighting the challenges or questions addressed, the processes or methods used, the findings or outcomes of the work, and the lessons learned and recommendations for future global issues or pandemics. These short reports should follow the guidelines detailed below and if accepted will be published as part of the Supplement.

Author guidelines:

The report should be in a Word document and must include:

- **Title:** max. 15 words
- **Authors:** in order for intended publication, and with institutional affiliations. Ensure you adhere to to [Cochrane's authorship and contribution policy](#). **DO NOT** include position titles and post-nominal qualifications
- **Participating groups:** details of all Cochrane groups or other organizations involved in the initiative (include group or organization names only; individuals from these groups can be included in the Acknowledgements)
- The full name of the **corresponding author** and their email address
- **Report:** 500 - 1,000 **words** written for a broad audience of researchers and other Cochrane Library users, and following the structure detailed below
- **Table** or **figure** (*optional*): you can include a maximum of one table OR one figure to emphasize or explain a main point in your report
- **Stlye:** please spell out acronyms on first use and follow the [Cochrane Style Basics](#) Manual.

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- **Conflicts of interest:** all financial and non-financial competing interests must be declared in this section (see [Cochrane conflicts of interest policy](#)). If you do not have any competing interests, please state "The authors declare that they have no competing interests" in this section.
 - **Acknowledgements:** please acknowledge anyone who contributed towards the initiative or article who does not meet the criteria for authorship, including anyone who provided professional writing services or materials. Authors must seek consent to publish the names of those they acknowledge in this section.
 - **Funding:** all sources of funding for the research reported should be declared.

Please use the outline detailed below for the structure of your report. Reports should include the headings in bold but not the questions, which are included as a guide for what to include only.

Short Report outline

1. Introduction/background:

- Brief description of the program/problem/challenge in relation to the COVID-19 pandemic
- Role of the groups or individuals

2. Description of the key activities and strategies that were undertaken

- What activities did you undertake and/or strategies did you employ as a part of your program/project to address the challenge/identified need?
- What existing work or research did you build on?
- Why did you do what you did?

3. Outcomes/impact of activities

- What outcomes were achieved as a result of the above activities? Please provide specific examples (e.g. production of prioritized reviews; new methods for addressing questions; informing policy, guidelines or practice; improved patient outcomes; developing best practice; capacity building)
- Have you received any feedback on the work?
- What impact did the work have or will have in future? How is impact measured?

4. Lessons for the future: sustainability and transferability

- What were the challenges that you experienced, what would you do the same or differently next time? What did you learn?
- How will this inform preparedness for COVID-19 and/or future pandemics?

5. Links to additional resources

- Please include links to any relevant resources, such as project URLs, publications, etc.

6. References

Submitting your Short Report

You can submit your manuscript via our [online submission system](#). Please use the **COVID-19 Short Report** article type when submitting and confirm you are submitting the short report to the **Special Supplement to the Cochrane Database of Systematic Reviews on COVID-19**.

The deadline for submissions is **23 September 2020**.

If you have any questions, please contact Ella Flemyng (Methods Implement Coordinator - eflemyng@cochrane.org) or John Hilton (Senior Editor Publishing Operations - jhilton@cochrane.org).

All submitted reports will be evaluated by the Supplement Editor. Reports may be rejected if they do not meet these author guidelines. Final editorial approval for the Supplement and included reports will be by Karla Soares-Weiser, Editor-in-Chief.

A member of the Supplement Team will then work with the corresponding author on finalising the report for publication.