

**Subject:** Changes to Cochrane's Editorial Process - moving from Archie to Editorial Manager

Dear Colleague

I'm writing to you as the Contact Person for your Cochrane Dementia group protocol/review/update to make sure you're aware of the planned changes for submitting your manuscripts.

Cochrane is in the process of changing from using Archie as our editorial management system to Editorial Manager (EM), for all steps of the editorial process. EM is widely used and some of you may already be familiar with it from submitting to other journals.

Over the next couple of months I will be transferring all our active protocols, reviews and updates to this system.

This is just a first communication to let you know this will be happening. You don't need to do anything at this time.

When we transfer your protocol/review or update to EM from Archie, you will receive an invitation from EM.

That's the point at which you will need to take some action, but it will all be explained in the invitation email.

You will still use RevMan or Revman web as before to write/edit/amend your work.

Once the process of transferring gets underway, please send all queries to [support@cochrane.org](mailto:support@cochrane.org) – they are experts in using the system already! (I'm still a novice - but learning fast!)

For those of you who are really eager to get ahead of the process, you can check out the training here:

<https://training.cochrane.org/online-learning/starter-kit/editorial-manager-information-authors>

I'll be in touch again soon.

Thank you for your patience and understanding as we navigate this change together!

Best wishes

Sue

**Sue Marcus Managing Editor**