Coordinating Editors appointment procedure

1. Co-ordinating Editor stepping down from role or appointing a new Joint Co-ordinating Editor informs Cochrane Network Senior Editor and Editor in Chief.

2. Nominates senior editorial colleague(s) from CRG Editorial team.

3. Candidate sends cover letter, curriculum vitae, letter of support and completed declaration of interest form to Network Senior Editor.

4. Open advertisement for role on Cochrane.org (organised by EMD) and relevant websites.

5. Shortlisting carried out by CRG/host institution. Network Senior Editor to be included in interview panel.

6. CRG Network Senior Editor presents proposed new Co-ordinating Editor to the Editorial Board for their consideration and recommendation to the Editor in Chief.