# Rejecting a review proposal – Reason 1: not a priority topic

Dear [Contact Person],

Thank you for contacting the Cochrane [Review Group name] in relation to registering the title, [‘title’].

We discussed your proposal during our editorial meeting, and unfortunately this title does not fit within our list of priority topics. We hope you understand that due to limited funding and therefore, limited editorial time, we can only accept priority titles.

We would like to thank you for your interest in developing a Cochrane review, and we wish you all the best with your future endeavours,

Best wishes,

[Name]

# Rejecting a review proposal – Reason 2: author needs to first complete existing review

Dear [Contact Person],

Thank you for contacting the Cochrane [Review Group name] in relation to registering the title, [‘title’].

It is our policy to encourage the completion of an author’s existing review to publication before we accept another title. This is to ensure timely progression of ongoing reviews, and to allow author groups to focus on one project at a time. We may be able to reconsider your title proposal following publication of your current review.

Best wishes,

[Name]

# Rejecting a review proposal – Reason 3: overlapping proposal

Dear [Contact Person],

Thank you for contacting the Cochrane [Review Group name] in relation to registering the title, [‘title’].

Unfortunately, we believe your new proposal would overlap with the following review(s):

‘XXX’.

If we have misunderstood your planned review however, and you believe that your proposal would fill an important gap in the knowledge of [XXXXX] that has not been covered in the existing review(s), please do let us know.

Best wishes,

[Name]

# Considering rejecting a review proposal – Reason 4: inexperienced author team

Dear [Contact Person],

Thank you for returning the Review Proposal Form for [‘title’].

In order to ensure that we meet the minimum standards set by the Cochrane Collaboration, we require at least one author experienced in writing Cochrane systematic reviews. This is due to the complexity of reviews, and the significant methodological and statistical input required. We would be happy to consider a revised review proposal should you be able to expand your team to include an experienced Cochrane author.

Best wishes,

[Name]

# Considering rejecting a review proposal – Reason 5: poor command of English

Dear [Contact Person],

Thank you for returning the Review Proposal Form for [‘title’].

We do not have the capacity within our editorial base to offer in-depth English language support, and so before we can progress with your proposal, we must request that you agree to include an author on your team with a very high command of English.

If you would like us to assist in recruiting an author with advanced English language skills, please let us know.

Best wishes,

[Name]

# Rejecting a draft review (protocol published; review delayed)

Dear [Contact Person],

I hope you are well. I am writing with regards to the ongoing delays in the submission of your review. We have consulted with the [CRG] Co-ordinating Editor and unfortunately we are now at the stage of withdrawing your published protocol from *The Cochrane Library* due to a lack of progression.

It is [CRG] policy to expect a first draft of the review within 9 – 12 months of the publication of the protocol, in accordance with the Cochrane policy of maintaining an up-to-date and relevant *Library*. Regretfully, it appears that no progress has been made on your review, despite several extended submission deadlines and reminders.

The next step is to withdraw the published protocol, which I will complete on [DATE], unless we receive the completed first draft of your review for editorial approval before that date.

We support the publication of your work elsewhere, should you want to pursue that option. Please do not hesitate to get in touch with any questions, and I am happy to talk about this decision on the phone should you wish.

You are completely free at this stage to pursue publication of your review in other journals, however we will not be able to take it forward for *The Cochrane Library*.  I hope that you are successful in obtaining publication elsewhere and that our input has been helpful

Best wishes,

[Name]

# Withdrawing a review/update: below expected standards

Dear [Contact Person and co-authors],

Thank you for your patience while we assessed the latest draft of your review update, [TITLE].

We realise that you have worked hard and put a lot of effort into updating this review, but unfortunately the Editors have judged it to be below the minimum expected standards. Some of the reasons for this assessment are as follows:

* *List reasons…*

Your review update has been submitted for editorial approval on multiple occasions, but it continues to be below the minimum standard required by The Cochrane Collaboration and [CRG]. We feel that we are no longer able to provide the necessary editorial assistance to support your review update to completion, unless you are able to identify an additional co-author who can provide intensive support and guidance. Please note that we routinely expect draft updates to be submitted within 3 months of the latest search.

We are now in a position to consider withdrawing your review from *The Cochrane Library*. You are welcome to publish elsewhere, and you are free to make use of our previous editorial feedback. A withdrawn review on *The Cochrane Library* does not mean ‘retracted’: all previous versions are still available for viewing and citing.

We propose to revert to the most recent published version of your review (version no. in Archie) and republish with the following Amended Note: ‘This review is out of date; although it is correct as of the date of publication. The latest version is available in the ‘Other versions’ tab on *The Cochrane Library*, and may still be useful to readers. For further information, please contact the [CRG] team at [CRG website].

We appreciate that this news is disappointing. If you are able to demonstrate that you will be able to identify another author to provide the necessary support, please let us know as soon as you can.

If we do not receive a response from you we will proceed with withdrawing your review on [DATE].

If you would like to discuss this over the phone, please do not hesitate to give me call.

Thank you for your work with [CRG] to date, and we look forward to hearing from you in due course.

Yours sincerely

[Name]