

This is the third of a planned series of Bulletins from the ME Support team aimed at highlighting issues of interest to Managing Editors (MEs) and AMEs.

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1. Training needs assessment update: New resource for MEs

Early last year, the ME Support team, together with the Training Co-ordinators and Sally Bell-Syer (ME member of the Training Working Group), surveyed MEs about their priority training needs. Results were reported via the MEs’ mailing list (also available here). We’ve been working with the Training Co-ordinators to map the priority training areas identified in the survey to training events, eLearning opportunities, recordings or materials from past events, and other documentation and guidance. The resulting new online resource (<http://training.cochrane.org/mes>) will be updated and maintained by the Training Co-ordinators in conjunction with the ME Support team. Together, the two teams will plan and prioritize training events to fill identified gaps.

We encourage all MEs to take a look at the new resource. Comments are welcome and should be directed to Caroline Struthers (cstruthers@cochrane.org), Training Co-ordinator.

2. Recent and planned training events

Upcoming regional events:

- Cochrane UK & Ireland Annual Symposium 2014 (23–24 April in Manchester; see here for details). Two workshops (both on 23 April) may be of special interest to MEs:
- Mastering the Art of Plain Language Summaries (PLS) (1:00–2:30 p.m.)
- Engaging at events through social media (2:45–4:15 p.m.)
- Cochrane Canada Symposium 2014 (24–25 April in Ottawa; see here for details). Becky Gray and Karin Dearness will be holding a workshop for MEs; date and time to be announced soon; MEs will be polled regarding topics of interest.

- New MEs now receiving, or about to begin, their induction training are: Julia Worswick (EPOC) and Anne Ehlinger (US Satellite of the Heart Group)
- Hyderabad Colloquium (21–26 September): We'll be in touch regarding plans for ME--focused workshops soon!

3. Evaluation of ME Support

In January, we invited MEs and AMEs to complete a short survey to provide feedback on the ME Support team's service and to suggest ideas for improvements and topics for short webinars.

Just under half of all MEs/AMEs (38/95; 40%) across 34 CRGs responded. There was good geographical representation and a 50–50 split of newer MEs/AMEs versus more experienced ones. Only three people had not contacted ME Support because they had not needed to contact the team or had not heard of ME Support.

Most MEs/AMEs responded to say that their query was answered by the ME Support team and in a timely manner. MEs who had received induction training responded to say that they felt more confident in the tasks they had to perform after this training. Most MEs/AMEs asked for short webinars, such as on specific features of Archie and workflows. The ME Support team, in conjunction with the Training Co-ordinators, will work on developing these ideas.

We thank the MEs and AMEs who responded to the survey for the positive comments and for highlighting areas where we can continue to improve.

4. Check out the new, improved ME Portal

The ME Portal (<http://www.cochrane.org/community/me--portal>; login required) was launched in May 2013 to provide one-stop access to the most important resources and tools for MEs. The site has recently been improved in response to feedback collected via a survey of MEs; see the recent email to the MEs' list from Karin Dearness (subject line: "ME Portal survey"). We are delighted to confirm that all of the proposed changes mentioned by Karin have already been implemented by the Informatics and Knowledge Management Department (IKMD). One of the requested changes was to enhance the search functionality: when you perform a search on [cochrane.org](http://www.cochrane.org), the search is performed by default against the public pages of the website. However, if you are logged into the Cochrane Community area (which includes the ME Portal), the results page display a 'Community' op-on at the top that allows you to search within the non-public pages – i.e. the ones in Community that are only accessible through an Archie login. Try it!

5. Feedback due on “CRG Structure and Function” consultation document

As a reminder, feedback from CRGs on the consultation document circulated by David Tovey on 22 February (subject line: "CRG Structure and Function Project") is due by 0900 GMT on 17 March 2014. Please be sure your CRG's voice is heard on this important initiative!

6. "How to..." reminder: Including two (or more) institutional affiliations for an author in the byline of a protocol/review

Authors sometimes ask to have more than one institutional affiliation listed after their name in the byline of a published protocol or review. Before this can be done, you need to check the author's Person record in Archie to make sure it contains all of the necessary address information. There should be a separate address for each of the requested institutional affiliations, with data entered in the correct fields (Department, Organisation, City, and Country) using the correct format. For details, see the Archie Help file (Help > Archie Help > People: About addresses).

Authors are linked to individual reviews through Document Roles, and this is also where you can choose which addresses/affiliations to use for an author in relation to a specific review.

To use multiple addresses for an author in relation to a specific review:

1. Open the review Properties and go to the People tab.
2. Highlight a person and click Edit. The Document Role window opens.
3. Go to the Address tab and click the addresses you want to include in the byline of the review.
4. Click OK.

For further details, see Help > Archie Help > Reviews: Contact details in reviews.

Please note the following:

- The above-described changes must be made on a review-by-review basis and do not apply across reviews (in case the author in question is an author on multiple reviews).
- Only one address/institutional affiliation can be used in connection with the Contact Person Document Role.
- If you edit author affiliations in an already published review, you will need to republish in order for the changes to the byline to take effect.

7. Symbols/special characters in RevMan, Archie, and PDFs of reviews

We've had several queries recently about symbols/special characters (for example, ç, ñ, à) and wanted to share the following information with MEs:

- RevMan supports a wide variety of symbols and special characters; see Format > Insert Symbol... for a comprehensive list.
- The same set of symbols can be inserted into the main text sections of protocols and reviews in Archie using the online editor (right-click review and choose Edit Online).
- It is not possible to insert symbols/special characters directly into the various fields included in the Properties of people, reviews, and other resources in Archie. This means, for example, that to get "José" into the First Name field of an author's record in Archie,

you need to copy and paste from a source file containing the “é” (for example, in Word) to the Archie record.

- Problems with symbols/special characters in Wiley’s PDFs have been reported multiple times and are currently being investigated. MEs should be aware that these problems affect only the PDF version and not the HTML version of Cochrane reviews. Wiley and the CEU are working together to prioritize this and other PDF rendering issues for resolution.

8. Publishing a review as “updated” and then “stable”

There have been a few occasions recently when a review has been published with the two What’s new Events “Updated” AND “No longer being updated”. It is not possible to include a “New citation” Event along with this combination. The net result has been that updates have been published without a new citation, which is against current policy ([www.cochrane.org/editorial--and--publishing--policy-- resource/cochrane--review-- updates](http://www.cochrane.org/editorial--and--publishing--policy--resource/cochrane--review--updates)).

The IKMD is looking into a validation error to prevent this happening in future and until the new review classification framework is rolled out later this year (see here for details). In the meantime, please take the following steps if you wish to publish an updated version of a review and then make the updated review stable:

- First, publish the review as an update using the What’s new Events “Updated” and “New citation: conclusions changed/not changed”. This will create a new citation version.
- After the update has been published in the CDSR (in the same Issue or later), republish the review as “Stable”; to do this:
 1. Move the existing What’s new Events to History;
 2. Add the What’s new Event “No longer being updated”, along with a Description giving the rationale for this;
 3. Republish. This will not create a new citation.

9. Reminder: Including Cochrane Reviews in PubMed Central

This is a reminder of the email sent by Harriet MacLehose to the MEs’ mailing list on 4 March (Subject line: “Including Cochrane Reviews in PubMed Central”), which referenced agreements to deposit copies of certain Cochrane reviews to PubMed Central (PMC), Europe PMC, and PMC Canada. See the relevant section of the Editorial and Publishing Policy Resource ([www.cochrane.org/editorial--and--publishing-- policy--resource/including-- cochrane--reviews--and--protocols--pubmed--central](http://www.cochrane.org/editorial--and--publishing--policy--resource/including--cochrane--reviews--and--protocols--pubmed--central)) for details.

If you have questions about any of the above items, or about any aspect of your role as an ME/AME, please contact us at mesupport@cochrane.org.

Best wishes,

Becky Gray, on behalf of the ME Support team