

This is Issue 5 in a series of Bulletins from the ME Support team aimed at highlighting issues of interest to Managing Editors (MEs) and Assistant MEs.

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1. ME Support at the Colloquium

Anupa Shah and Liz Dooley will be at the Colloquium and are available to help with any queries. Anupa and Liz will be at the Cochrane Exchange stand most morning and afternoon breaks from Tuesday, 23 September to Friday, 26 September. Please drop by and say hello!

The ME Support team is involved with two workshops:

- **Using workflow reports in Archie to evaluate and improve Cochrane Review Group editorial processes** (<https://colloquium.cochrane.org/workshops/using-workflow-reports-archie-evaluate-and-improve-cochrane-review-group-editorial>) | Tuesday, 23 September at 1330 local time
- **Plagiarism: Cochrane's policy and its application** (<https://colloquium.cochrane.org/workshops/plagiarism-cochrane's-policy-and-its-application>) | Tuesday, 24 September at 1530 local time

2. Changes to ME Support team

From 1 October, the ME Support team will have even more capacity to support you in your ME roles. I'm delighted to let you know that Sally Bell-Syer will join the ME Support team for one day per week. You are all familiar with Sally in her role as Co-convenor of the MEs' Executive and ME Steering Group representative. We look forward to her bringing her range of experience to her new role in the team. Welcome Sally! Also, Liz Dooley will be increasing her hours from one day per week to two days per week.

We are currently recruiting for the final member of the ME Support team. We are looking for a ME based in the Americas to join the team for one day per week. See all the details here: <http://www.cochrane.org/news/news-events/internal-administrative-news/managing-editor-support-cochrane-editorial-unit-america>. The closing date is: 6 October 2014.

3. Contacting ME Support

There are different ways to contact the ME Support team:

- **Via email (and preferred method):** contact mesupport@cochrane.org. We aim to reply to urgent emails within 24 hours (mark as urgent or put "urgent" in the subject line) and non-urgent emails within 48 hours.
- **Via Skype:** see the contact Skype names below. Phone numbers for your regional contact are available via Archie if you don't have a Skype account.

The ME Support team will help with regular RevMan or Archie queries. If, however, you have a RevMan or Archie technical query (e.g. a system malfunction):

- Use the Help menu in Archie to report a problem or make a suggestion.
- If using the Help reporting systems is not practical, (i.e. you can't open the software), email techsupport@cochrane.org. The Informatics and Knowledge Management Department (IKMD) monitors this list continuously along with any wish-list items posted or problems reported.

4. MEs' section of the Cochrane Training website

The MEs' section of the Cochrane Training website has been updated to include:

- Plans for workshops and events at the Hyderabad Colloquium.
- Links to recordings of recent training events and new policies or information (e.g. plagiarism).
- New areas of training of interest to MEs (taken from this year's ME Support evaluation).

5. New plagiarism policy and planned training for CrossCheck

As reported in the September Cochrane Editorial Unit Bulletin, the Cochrane Editorial and Publishing Policy Resource now includes the new plagiarism policy.

Over the past 15 months, a group of volunteers within Cochrane has been developing a policy on plagiarism for Cochrane. The policy was shared for consultation with the Executives for the MEs, Co-ordinating Editors, Trials Search Co-ordinators, and Methods Board, and has been approved by David Tovey, Editor in Chief. The policy includes the following sections:

1. Policy statement
2. Special circumstances for Cochrane Systematic Reviews
3. Avoiding plagiarism
4. Detecting plagiarism using CrossCheck
5. What editorial teams should do in cases of suspected plagiarism
6. Authors reusing text from their published works
7. Managing reports of suspected plagiarism in articles published in the Cochrane Database of Systematic Reviews
8. About this policy

The policy is available here: <http://www.cochrane.org/editorial-and-publishing-policy-resource/plagiarism>

Training for using CrossCheck software

Over the coming months, the Cochrane Editorial Unit with the ME Support team will be providing training on the new policy and how to use the CrossCheck software.

September

Workshop at the Cochrane Colloquium, entitled "Plagiarism: Cochrane's policy and its application" (<https://colloquium.cochrane.org/workshops/plagiarism-cochrane's-policy-and-its-application>)

October and November

Two introduction to CrossCheck webinars (one per time zone). These will be run by Rachael Lamme from CrossRef, which provides CrossCheck, and will be recorded. These will run at the following dates and times:

- **Webinar 1 for Vancouver and Europe/Africa, Wednesday, 29 October:** Vancouver 0800; Toronto 1100; London 1500; and Italy/Europe 1600. Sign-up: <https://attendee.gotowebinar.com/register/2980026517137669633>
- **Webinar 2 for Europe, Australia, and New Zealand, Wednesday, 5 November:** Italy/Europe 0800; Melbourne 1800; Brisbane 1700; and Auckland 2000. Sign-up: <https://attendee.gotowebinar.com/register/3220706313922987521>

November and December

For Managing Editors who have attended the introductory webinars, the ME Support team will run three advanced CrossCheck training sessions on:

- Interpreting results and using the flowchart in the plagiarism policy (looking at examples).
- Exploring different CrossCheck settings.
- Types of CrossCheck reports.

6. Archie and copy-editors

To ensure your review is ready for Copy Edit Support, please follow these steps:

1. On the General tab of the review's Properties sheet, check the Write Phase is set to 'Editorial'.
2. On the People tab, assign the Copy Edit Support person the Document Role 'Copy Editor'.
3. Open the Workflow and complete task F3: Assign Copy Editor Roles; and task F4: Make review available to Copy Editor.

4. If you communicate to Copy Edit Support via Workflows, send a ticket from task F5: Copy edit review to the Copy Edit Support person informing him/her the review is ready for copy editing.

7. Quick updates

7.1. Cochrane Style Guide

The Cochrane Style Guide was last updated in 2010. The Cochrane Style Guide Working Group, led from the Cochrane Editorial Unit by Harriet MacLehose, Elizabeth Royle, and John Hilton, with support from Noemie Aubert Bonn, is working on an update. This update will involve reviewing the 100 plus items of feedback received to date and changing the format from PDF to html. The format change will mean that we will be able to make changes much more frequently in the future. Harriet MacLehose will share further information as the update develops.

7.2. Open access webinar

Listen to a recording of a webinar giving an “Introduction to open access with Cochrane” recorded in April 2014. This covers an overview of Cochrane’s open access policy; how to set up gold open access and publish an open access Cochrane review and also an introduction to Cochrane’s Strategy to 2020 open access target.

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.

8. Webinar from the Association of Learned and Professional Society Publishers (ALPSP)

The following webinar from the ALPSP may be of interest to MEs and AMEs: “**Managing editorial outreach and quality in a global environment**”.

When: Thursday 2 October 2014, online 15.00 – 16.30 (UK), 10.00 – 11.30 (ET USA), 16.00 – 17.30 CET*.

Speakers: Pippa Smart (PSP Consulting), Kamran Abbasi (BMJ), Warren Raye (Edanz Group), and Daniel Edwards (Cambridge University Press)

Overview: This webinar is relevant to any journal editor or publisher who is experiencing increased submission from international authors. There is a booming population of researchers who are looking to publish – but inexperience, institutional pressures and the need to publish in English are all causing problems. So how do editors and publishers engage with international researchers and maintain quality?

This webinar looks at the three aspects of increased scholarly publishing internationalisation: How do journals reach out to researchers in other countries and take their concerns and priorities into account? What problems do researchers face when they publish and what help is available for them? And how do journals manage and maintain their quality standards? The speakers will present their own experiences, what they have learnt, and what advice they would give to other publishers, editors and researchers. The webinar will be of most interest to publishers and editors who want to increase their international reach but are concerned about quality standards.

Registration fees: \$60.00 per person – ALPSP Members; \$90.00 per person – Non-Members

Further details available

here: <http://www.alpsp.org/Ebusiness/ProductCatalog/Webinar1410MEO.aspx?ID=410>

We look forward to seeing many of you at the Colloquium.

Best wishes

Harriet MacLehose, on behalf of the ME Support team

ME Support | mesupport@cochrane.org | Liz Dooley | Anupa Shah | Harriet MacLehose | Sally Bell-Syer (from 1 October)