A guide to submitting search peer reviewer recommendations and comments in Editorial Manager

This guide is for information specialists to submit search peer reviewer recommendation and comments in Editorial Manager.

Once you accept a request to peer review the search for a Cochrane protocol, review, or update, the Managing Editor will send you an email with links to **View Submission** and **Submit Recommendation** in Editorial Manager. Select either of these links and sign-in to Editorial Manager using your Cochrane Account.
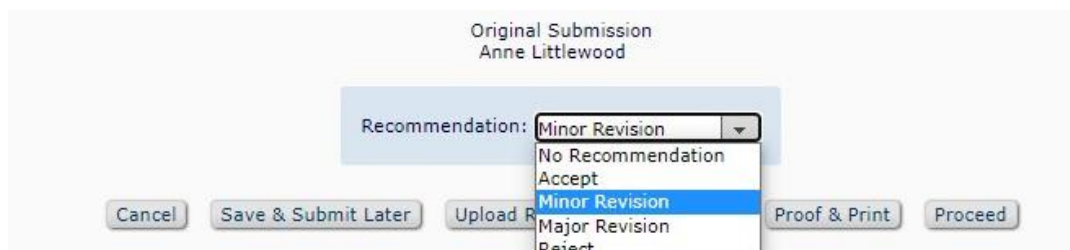
From Editorial Manager, you can also select the **Main Menu** and then **Pending assignments** to access the options to **View Submission** or **Submit Recommendation**, using the **Action Links** next to your assignment:

Action ➕ ▽✕	My Reviewer Number ▲	Manuscript Number ▲	Article Type ▲	Article Title ▲	Status Date ▲	Current Status ▲
Action Links	1	COCHRANEEMD-2022-00170	Review: Intervention	IBD20-05 Patient education interventions for the management of inflammatory bowel disease	19 Apr 2022	Under Review

View Submission will give you options to open a PDF version of the manuscript. If you are offered a choice of versions, please select the version at the top of the list. Evaluate the search methods in the manuscript.

Submit Recommendation will open a peer review form to add your reviewer recommendations and comments. Editorial Manager forms are based on the Cochrane recommended forms integrating MECIR standards and PRESS elements, which are available to download in Word format from the Cochrane Community website. You may prefer to complete a Word version and then to copy and paste your recommendations and comments into Editorial Manager.

At the top of the Editorial Manager form, there is a required question to select a **Recommendation** from five options: **No Recommendation, Accept, Major Revision, Minor Revision, Reject**. You will not be able to submit the form unless a recommendation has been selected.

As your recommendation will be based on the requested and suggested revisions that you'll enter as you work through the form, you should answer all questions before making your selection.

A series of 6 questions on conflicts of interest is then presented, which you must answer **Yes** or **No** using the dropdown boxes provided. An example of the first three questions is below:

You will then see Part A of the search peer review form. Part A is based on the [MECIR requirements](#) for the reporting and conduct of Cochrane reviews. You must decide for each question whether revisions to the review are **required**, **suggested** or whether there are **no revisions**.

In Editorial Manager, a Yes/No dropdown is presented. If revisions to the protocol or review are **required** or **suggested**, choose **Yes**. A text box will then open for you to type in the revisions.

Editorial Manager does not enable the choice of suggested or required in the dropdown menu, so it is recommend that you include this information in your comments. Indicating if a revision is required or suggested makes it clear to author teams what they *must* do to meet Cochrane mandatory standards and PRESS guidance (required revisions) and what they *may* do to improve their search conduct or reporting (suggested revisions). If no revisions are required or suggested in that section of the form, choose **No**.

Peer reviewer guidance re: required vs suggested revisions

Peer Review form items	Required revisions	Suggested revisions
Part A (MECIR) – Reporting	Missing mandatory MECIR items Inconsistent methods reporting (e.g., search dates)	Missing highly desirable MECIR items

Part A (MECIR) – Conduct	Missing mandatory MECIR items	Missing highly desirable MECIR items
Part B (PRESS) – Search strategy	First order problems	Second order problems Expert searcher suggestions

It is recommended that you number your revision requests. This makes it easier for the Managing Editors to discuss the revisions with author teams. Examples are below:

R1. Search sources

R33 List all sources searched, including: databases, trials registers, websites and grey literature. Database names should include platform or provider name (or both), and dates of coverage; websites should include full name and URL. State whether reference lists were searched and whether individuals or organizations were contacted.

See also related conduct standards C36, C24 and C31 for mandatory sources to search and how to document the search to ensure it can be reported correctly!

Are revisions suggested or required?

[Instructions]

Yes ▾

Response required
Please provide an explanation or example: (Limit 20000 Characters)

REQUIRED REVISION 1: The Selection of Studies section states that the Chinese Clinical Trial Registry and International Clinical Trials Registry Platform were searched. These are not reported in the search methods section. These need to be added to the search methods sections along with their URLs and dates of search.

REQUIRED REVISION 2: It is mandatory to include platform names with the databases in the search methods sections. Please state how

Character Count: 901

R5. Search strategies for bibliographic databases

R37 Present the exact search strategy (or strategies) used for each database in an Appendix, including any limits and filters used, so that it could be replicated.

See also related conduct standards C36 and C32-35 or mandatory sources to search and how to document the to ensure it can be reported correctly

Are revisions suggested or required?

[Instructions]

Yes ▾

Response required
Please provide an explanation or example: (Limit 20000 Characters)

SUGGESTED REVISION 3: It is transparent to present the keywords used to search the clinical trials registries in an appendix. The Selection of Studies section states that two trials registries were searched but search terms have not been provided.

Character Count: 554

Note that until **Yes** is chosen, the text box will be hidden:

R2. Latest searches

R34 Provide the date of the last search and the issue or version number (where relevant) for each database for which results were evaluated and incorporated into the review. If a search was rerun prior to publication, and its results were not incorporated, explain how the results were dealt with, and provide the date of the search.

See also related conduct standards C37 and C38 for rerunning or updating searches and incorporating the findings for all relevant databases within 12 months before publication of the review.

Are revisions suggested or required?

[Instructions]

▾

Part B of the form is based on the [PRESS Peer Review of Electronic Search Strategies 2015 Guideline Statement](#) and relates to the search strategy itself. Revision should be **suggested** or **required**, and numbered for ease of reference. Required revisions should address first order problems and suggested revisions should address second order problems.

Peer reviewer guidance: first-order and second-order problems in search conduct

First-order problems (likely to impact recall)	Second-order problems (likely to impact precision)
- Errors in conceptualization - Errors using logical operators - Spelling errors - Error in the combination of lines - Missing MeSH terms	- Missing free-text language - Missing free-text and MeSH combinations - Missing spelling variants - Inadequate truncation - Irrelevant free-text language - Inadequate use of limits

An overall evaluation of the review search methods is also required, with the opportunity to comment on the protocol / review / update search methods as a whole. Choose **Yes** if you have required or suggested revisions:

Finally, a series of questions around acknowledgement on the protocol / review / update is presented:

REMEMBER! A final recommendation is required before the peer review form can be submitted. The dropdown for this is at the top of the form.

Peer reviewer guidance re: recommendations in Editorial Manager

Recommendation	Revision types
Reject	Many required revisions in Part A (conduct items) Many required revisions in Part B High likelihood of missed eligible studies Very low confidence team could address revisions
Major revisions	Required revisions in Part A (conduct items) Required revisions in Part B Possibility of missed eligible studies
Minor revisions	Required revisions in Part A (reporting items) Suggested revisions in Part B Low likelihood of missed eligible studies
Accept	Suggested or no revisions in Part A Suggested or no revisions in Part B Low likelihood of missed eligible studies

Once a decision has been made in the dropdown menu, click **Proceed**. A summary of the completed form will be presented. If you are happy with it, click **Submit**. If there are changes to be made, choose **Back** and re-edit the form before submitting it.

Further information

Search peer review guidance.

Editorial Manager training.