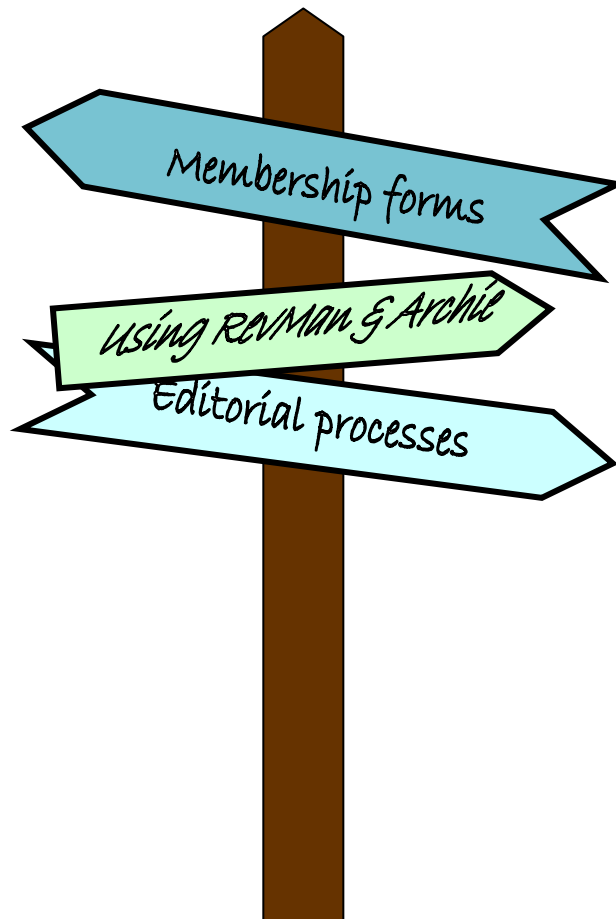




SIGNPOSTS to information in **The Cochrane Collaboration**



**A reference guide for Managing Editors (MEs) and other
members of the editorial team**

Updated June 2009

Last update: Megan Pictor, 11 June 2009

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Introduction

A wealth of information about The Cochrane Collaboration is available, but finding it can be a challenge. You may be aware of a document or piece of information, but do not know the different places where it may be found. Alternatively, you may need to do an activity, but not be aware of the documents and information which are available to help you. A common problem for Managing Editors (MEs) is difficulty in locating useful information, and remembering where it is for future reference. As a result, this *Signposts* document, originally created in 1998, has been updated to help MEs and other members of the Cochrane Review Group (CRG) editorial team locate information in The Cochrane Collaboration. To some extent this document overlaps with the A to Z index on the Collaboration's website (<http://www.cochrane.org/docs/siteindex.htm>); unlike the index, however, it is designed for particular use by MEs (and CRG editorial teams) rather than all users.

Ruth Jepson and others first produced *Signposts* in 1998, based upon the 'Profile of a CRG' prepared by Peter Smith and Emma Harvey. It was updated in 2007 and again in February and June 2009 as part of the ME Mentoring project funded by a Cochrane Opportunities Fund grant, by **Megan Prictor, Jane Cracknell, Victoria Pennick and Jessica Thomas**, with input from ME mentors, Jini Hetherington, MEs via 'Adminors', and the IMS support team.

NOTE: We have used the term 'Managing Editor' (ME) throughout this document; this title replaces 'Review Group Co-ordinator' (RGC) which was in use until April 2009.

Aims

The aim of this document is to 'signpost' relevant documents and information for MEs (and potentially for other members of the Cochrane Review Group editorial team). It is beyond the scope of the document, however, to answer specific questions on The Cochrane Collaboration's policies or statistical/methodological issues. Below are a few examples of how this document might help you:

- Get information (brochures and leaflets) on The Cochrane Collaboration to send to new review authors;
- Get the most up-to-date licence for publication form;
- Help a review author cite references in the correct format;
- Get a copy of a membership form/data extraction form to adapt for your own purpose;
- Find out when and where the Review Manager (RevMan) software, and protocol workshops are to be held this year;
- Update your knowledge of current Cochrane Collaboration policies.

How to use this document

This document has been organised by activities that MEs are engaged in on a regular basis, with two main sections which address managing the editorial base and facilitating the production of reviews. Under each activity we list documents and information which you may find useful (left hand column) and the source of the documents/information (right hand column). Acronyms and abbreviations are used to indicate the sites and documents (see below), and information within the square brackets [] indicates the relevant section or chapter. Several documents have been indexed to a fairly detailed degree (e.g. The Cochrane Policy Manual). This is because these documents are central to help an ME perform their tasks.

The main sources of information which have been signposted are as follows (details of where to find these documents are given on the next page):

1.	Archie/IMS	Archie is the web interface of The Cochrane Collaboration's central server for managing documents and contact details, known as the Information Management System (IMS)
2.	CPM	The Cochrane Policy Manual
3.	CRGPC	Cochrane Review Group Procedures Collection website; an ad hoc collection of forms used by different Groups, and a small but growing number of generic 'good practice' forms.
4.	CSG	Cochrane Style Guide (helps authors and editors apply a consistent style across reviews and other Cochrane documents; contains guidance on formatting, reference styles, etc)
5.	Handbook	The Cochrane Handbook for Systematic Reviews of Interventions
6.	Archie Help	IMS Help accessed through Help menu within Archie
7.	Super User's Guide	The CRG Super User's Guide to Archie, designed to help MEs use Archie

		to publish protocols and reviews and the module ¹ .
8.	RevMan FAQ	Review Manager (RevMan) software Frequently Asked Questions
9.	RevMan User Guide	Review Manager (RevMan) software User Guide
10.	RevMan website	http://ims.cochrane.org/revman
11.	RMH	Review Manager (RevMan) software Help
12.	CLIB	<i>The Cochrane Library</i>
13.	www.cochrane.org	The Cochrane Collaboration website

Sources

1. Archie / IMS

Archie is the web interface of The Cochrane Collaboration's Information Management System (IMS), and is available at <http://archie.cochrane.org/>. Access is via a personal user account generated by the ME of a person's entity. A new ME without an Archie account should contact their regional IMS support person as listed at <http://ims.cochrane.org/organization/ims-support/ims-support>

2. Cochrane Policy Manual (CPM)

Available from <http://www.cochrane.org/admin/manual.htm>
Contains policy, practice and regulations of The Cochrane Collaboration.

3. Cochrane Review Group Procedures Collection (CRGPC)

Available from <http://www.cochrane.org/crgprocedures/index.htm>
Contains guidelines and suggested procedures for Cochrane Review Groups. For the password please contact the Secretariat (email jhetherington@cochrane.org) or your ME mentor.

4. Cochrane Style Guide (CSG)

Available from <http://www.cochrane.org/style/csg.htm>
Outlines the style required for Cochrane reviews.

5. The Cochrane Handbook for Systematic Reviews of interventions (Handbook)

- From <http://www.cochrane-handbook.org>
 - From within RevMan (under the 'Help' menu)
 - From within Archie, in the Handbook Advisory Group folder.
 - As a book, available for purchase from Wiley-Blackwell.
- Contains all information a review author should need to write a Cochrane protocol and review.

6. Archie Help

Access online from within Archie (<http://archie.cochrane.org/>)

7. CRG Super User's Guide to Archie (Super User's Guide)

Available from <http://ims.cochrane.org/support/crgs/user-guides>

8. RevMan FAQ

From <http://ims.cochrane.org/revman/documentation/faq>

9. RevMan User Guide

Access as a PDF document from the Help menu in RevMan 5.

10. RevMan website

<http://ims.cochrane.org/revman>

11. RevMan Help (part of RevMan software) (RMH)

From RevMan Help menu (within RevMan)

12. The Cochrane Library (CLIB)

From www.thecochranelibrary.com

¹ The 'module' comprises a Review Group's (published) protocols and reviews as well as information about the Group's scope and activities (known as the 'module text'), approved for publication on *The Cochrane Library*.

Many Cochrane Review Groups have free access as they are based in countries with a national subscription to *The Cochrane Library* (For more information see:

<http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/AccessCochraneLibrary.html>)

All Cochrane Review Groups based in countries without a national subscription can arrange access via the Cochrane secretariat – for more information email secretariat@cochrane.org

Additionally, all Cochrane Review Group editorial bases are eligible to receive multiple subscriptions of *The Cochrane Library* (for either DVD or online access) each quarter, or can ‘donate’ these as they wish via Archie. Authors of up-to-date reviews are also eligible to receive a copy.

b) Abstracts of all Cochrane reviews (not protocols) are available free of charge at <http://www.cochrane.org/reviews/> hyperlinked to the full text of reviews on *The Cochrane Library*. Abstracts are also available on [PubMed](#) or MEDLINE.

c) Information on how to subscribe is available at:

<http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/HowToOrder.html>

13. The Cochrane Collaboration website

<http://www.cochrane.org/>

Useful contact addresses if additional support is needed

1. ME Mentor

Between February 2008 and March 2009, Managing Editors (MEs) who were new to their post received a visit from a mentor, an experienced ME who introduced them to the intricacies of the position and offered ongoing support. The visit was made possible through a funded pilot mentoring programme. As at 1 May, 2009, the pilot is completed and the working party is preparing their report and recommendations for a future training initiative. For information on the future of the pilot programme, please contact Vicki Pennick (ME, Cochrane Back Review Group, email vpennick@iwh.on.ca) or visit www.cochrane.org/admin/rgc_mentoring.html.

2. Information Management System (IMS) Training and Support

For your regional support person go to: <http://ims.cochrane.org/organization/ims-support/ims-support>

For more information on training and support go to: <http://ims.cochrane.org/support/training/training>

3. Asking other MEs

- Via Adminors (all MEs) or OzCoords (Australasia only) email lists (<http://www.cochrane.org/admin/maillist.htm>)
- To send an email to MEs from a particular country, use the advanced search option in Archie to create and export a list of email addresses.

4. RevMan Support

MEs should first check the RevMan Help documents, including ‘FAQ’ online at <http://ims.cochrane.org/revman>. They can also contact their regional IMS Support person or their reference Cochrane Centre, post an email on the RevMan email discussion list (<http://www.cochrane.org/admin/maillist.htm>) or contact RevMan technical support at revman-techsupport@cochrane.dk

5. Wiley-Blackwell (publishers of *The Cochrane Library*)

See [section 3.2](#) of *Signposts*.

6. Cochrane website queries

web@cochrane.org

7. Methodological and statistical queries

Contact relevant Methods Group. See [section 3.1](#) of *Signposts* to find their contact details. A list of current Methods Groups is below:

- Adverse Effects Methods Group

- Applicability and Recommendations Methods Group
- Bias Methods Group
- Campbell and Cochrane Economics Methods Group
- Individual Patient Data Meta-analysis Methods Group
- Information Retrieval Methods Group
- Non-Randomised Studies Methods Group
- Patient Reported Outcomes Methods Group
- Prognosis Methods Group
- Prospective Meta-Analysis Methods Group
- Qualitative Research Methods Group
- Screening and Diagnostic Tests Methods Group
- Statistical Methods Group

8. Handsearching and submitting trials to CENTRAL, and other TSC-relevant resources

See <http://www.cochrane.org/resources/hsearch.htm>

Format and availability of this document

This document was prepared in Word 2003 for Windows and is presented in PDF format. If you have any queries in relation to this document please contact Megan Pictor at cochrane@latrobe.edu.au

This document is available as a PDF file from the ME forum in Archie and the CRGPC pages on <http://www.cochrane.org>

Acknowledgements

For the October 1998 iteration of *Signposts*, the authors thanked: Phil Alderson (UK Cochrane Centre), David Badger (Australasian Cochrane Centre), Iain Chalmers (UK Cochrane Centre), Mike Clarke (UK Cochrane Centre), Sue Furness (Cochrane Menstrual Disorders and Subfertility Group), Julie Glanville (NHS Centre for Reviews and Dissemination), Jini Hetherington (Cochrane Secretariat), Sarah Hetrick (Cochrane Menstrual Disorders and Subfertility Group), Eric Manheimer (New England Cochrane Center at Providence), Andy Oxman (Norwegian Branch of Nordic Cochrane Centre), Peter Smith (Dementia & Cognitive Impairment Group).

For the 2007 and 2009 updates of *Signposts* the authors (Megan Pictor, Jane Cracknell, Victoria Pennick and Jessica Thomas) thank: The Cochrane Collaboration for an Opportunities Fund grant; the pilot ME mentors (Kate Cahill, June Cody, Victoria Pennick, Narelle Willis); Sonja Henderson and IMS Support; Jini Hetherington (Cochrane Secretariat), Lara Maxwell (Musculoskeletal Review Group), Sally Bell-Syer (Wounds Group), Rachel Churchill (Depression, Anxiety and Neurosis Group).

Revisions

This document reflects the availability of information on software, systems and procedures such as RevMan and the IMS, and arrangements for the Cochrane Central Register of Controlled Trials (CENTRAL) at June 2009.

Feedback on this document will be gratefully received. Please send any comments to Megan Pictor (cochrane@latrobe.edu.au).

Section A Management and Co-ordination

Activity and useful information or document	Source
1. STARTING UP A NEW COCHRANE REVIEW GROUP	
1.1 Funding	
The resources; Planning funding	CPM [Operations 3.2.4.2; 3.2.4.5]
1.2 Getting started	
Accessing IMS support	http://ims.cochrane.org/organization/ims-support/ims-support
Developing a specialised register of RCTs	CPM [Operations]
Forming an editorial team	CPM [Operations]
Identifying authors	CPM [Operations]
Mentoring Programme (Pilot to May 2009)	Contact Vicki Pennick (vpennick@iwh.on.ca)
Registering a Cochrane Review Group	CPM [Operations]
Signpost document	CRGPC Archie [ME's forum] http://www.cochrane.org/admin/rqc_mentoring.html
1.3 Personnel - members of the editorial team	
The Co-ordinating Editor	CPM [Operations]
The Feedback Editor	CPM [Operations]
Editors, Recruiting	CRGPC [1, 11]
Personnel and structure of a Review Group	CPM [Operations]
The review authors	CPM [Operations]
ME, Recruiting (includes generic advertisement and position description)	CPM [Operations]
TSC, Recruiting (includes generic advertisement and position description)	CPM [Operations]
TSCs, <i>User Guide to Managing Specialized Registers and Handsearch Records (v. 1.1)</i>	http://www.cochrane.org/resources/hsearch.htm

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
2. CO-ORDINATION AND SYSTEMS	
2.1 Costs – forecasting, monitoring and reporting	
The resources; Planning funding	See 1.1 of Signposts
2.2 Scope of group	
Considering and reviewing the scope	CPM [Operations]
Managing areas of common interest with other Cochrane Review Groups	CPM [Operations]
2.3 Guideline documents - developing	
Developing various guidelines (Group-specific publication policies, trial quality assessment guidelines, etc)	CPM [Operations]
2.4 Membership forms and membership	
Advising other entities of changes to contact details	Archie [Archie Help]
Examples of membership forms	CRGPC
Exporting contact details from Archie	Archie Help [Search]
Membership; recruiting new members	CPM [Operations]
Maintaining and updating an active list of review authors and other members	Archie [Archie Help, and Phase 1 and 2 User Guides] CPM [Operations]
Printing mailing labels	Archie [Archie Help]
2.5 Participating in The Cochrane Collaboration governance	
Instructions for conducting Cochrane Collaboration Steering Group (CCSG) elections	CPM [Central Organisation; Operations] http://www.cochrane.org/ccsg/ccsgelectionsmain.htm
Structure, remit and membership of Groups accountable to the Cochrane Collaboration Steering Group	http://www.cochrane.org/admin/structure.htm
2.6 Monitoring Cochrane Review Group performance	
Performance and quality assessment of Cochrane Review Groups	CPM [Operations]
Monitoring (via Monitoring and Registration Group (MRG))	CPM [Appendix 3]

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
2.7 Updating knowledge of Cochrane issues	
Email discussion lists (e.g. CCINFO; Adminors; AusINFO; Consumers, <i>Cochrane Library Users' Group</i> (CLUG))	http://www.cochrane.org/admin/maillist.htm
Minutes of ME meetings	Archie [ME forum]
Minutes, reports and bulletin of CCSG	http://www.cochrane.org/ccsg/index.htm http://www.cochrane.org/newslett/index.htm#sqb
Minutes, reports of groups accountable to the Cochrane Collaboration Steering Group	http://cochrane.org/admin/structure.htm
Newsletters (especially Cochrane News; and Methods Group Newsletter)	http://www.cochrane.org/newslett/index.htm
2.8 Participating in Colloquia	
Cochrane Colloquia website	http://www.cochrane.org/colloquia/
Presentations and abstracts from past Colloquia	http://www.cochrane.org/colloquia/abstracts/
Sponsored registration for each Cochrane entity	MEs are contacted directly by the Colloquium organisers. Email secretariat@cochrane.org for more information
Stipends for consumers and people from developing countries	CPM [Appendix 5] http://www.cochrane.org/colloquia/cpag/
2.9 Cochrane Funds for projects across entities and/or benefiting multiple entities	
Discretionary Fund	CPM [Cochrane Collaboration Policies]
Opportunities Fund	http://www.cochrane.org/admin/cc_funding_initiatives.htm
Visiting Fellowship	CPM [Cochrane Collaboration Policies]
Department of Health Review Completion and Update Scheme	Information is distributed to the Co-ordinating Editor and ME via email. Contact person: Mike Clarke.

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
3. COMMUNICATION	
3.1 Liaising with other Cochrane entities	
Cochrane Centres' contact details	Archie http://www.cochrane.org/contact/entities.htm#CENTRES
Cochrane website	http://www.cochrane.org/contact/index.htm CPM [Central organisation]
Contact Details and further information about: Cochrane Collaboration Steering Group, Centres, Cochrane Review Groups, Methods Groups, Fields, Consumer Network	Archie CLIB [About Cochrane] http://www.cochrane.org/contact/index.htm http://www.cochrane.org/docs/descrip.htm CPM [Central organisation] CPM [Operations]
Email discussion lists	http://www.cochrane.org/admin/maillist.htm CPM [Communication]
Guide to collaborating online	http://www.cochrane.org/resources/guide_to_online_collaboration.htm
Guide to podcasting	http://www.cochrane.org/resources/podcasting_guide.htm
Liaising with all entities with regard to reviews, other documents	Archie
Liaising with Fields and Methods Groups	CPM [Operations]
MEs' contact details	Archie http://www.cochrane.org/contact/regcrgs.htm
3.2 Liaising with Wiley-Blackwell (publishers of The Cochrane Library)	
Contacting relevant Wiley-Blackwell personnel	CPM [Appendix 4] Archie
3.3 Conducting surveys within The Cochrane Collaboration	
Collated replies from 'Adminors' to informal requests for information of MEs	CRGPC [Adminors 'questions and answers']
Details of previous surveys (2006 to present)	http://www.cochrane.org/ccsg/qag/#SurveyList
Registering surveys with the Secretariat	CPM [Cochrane Collaboration Policies]

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
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Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
4. PROMOTING THE COCHRANE COLLABORATION, THE REVIEW GROUP AND THE COCHRANE LIBRARY	
4.1 Providing information about The Cochrane Collaboration	
Cochrane Collaboration Steering Group and Subgroups	CPM [Operations] http://www.cochrane.org/admin/structure.htm
The Cochrane Collaboration	CLIB [About Cochrane] http://www.cochrane.org/docs/descrip.htm
The Cochrane Collaboration Brochures, Newcomer's Guide	http://www.cochrane.org/docs/descrip.htm
Cochrane Colloquia	http://www.cochrane.org/colloquia/index.htm
<i>The Cochrane Library</i>	http://www.thecochranelibrary.com http://cochrane.org/reviews/clibintro.htm CLIB [Help]
Cochrane Policy Manual	http://www.cochrane.org/admin/manual.htm
Cochrane News (The Cochrane Collaboration newsletter)	http://www.cochrane.org/newslett/index.htm
Cochrane website in languages other than English	http://www.cochrane.org/
Example of a Cochrane review	http://www.cochrane.org/reviews/exreview.htm
Frequently Asked Questions (FAQ) (about Cochrane Collaboration)	http://www.cochrane.org/docs/faq.htm
Glossary	http://www.cochrane.org/resources/glossary.htm
How to get involved	http://www.cochrane.org/docs/involve.htm
Memorandum and Articles of Association of The Cochrane Collaboration	http://www.cochrane.org/docs/constitution_mem_artasso_c_revised_oct04.htm CPM [Central organisation]
Mission statement	CPM [Central organisation] http://www.cochrane.org/docs/Missionstatement.doc
Strategic Plan of The Cochrane Collaboration	http://www.cochrane.org/admin/stratplan.htm CPM [Central organisation]
4.2 Promoting the Cochrane Review Group	
Publicising the Cochrane Review Group's existence	CPM [Operations]

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
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RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
4.2.1 Cochrane Review Group Newsletters	
Cochrane Logo and its colours (using, and modifying)	http://www.cochrane.org/logo CPM [Cochrane Collaboration policies]
News page on Cochrane website	http://www.cochrane.org/news/index.shtml
Other Cochrane Review Group and entity newsletters	http://www.cochrane.org/newslett/index.htm
Producing a newsletter	CPM [Operations]
Training workshop dates and venues	http://www.cochrane.org/news/workshops.htm
4.2.2 Cochrane Review Group websites – creating & maintaining	
Entity Website Builder	CPM [Communication] http://www.cochrane.org/entitiesites/ and Archie
Links to other Groups' websites	http://www.cochrane.org/contact/index.htm Archie [under Entities' properties tab]
4.3 Teaching, promoting and demonstrating The Cochrane Library	
About <i>The Cochrane Library</i>	http://www.cochrane.org/reviews/clibintro.htm
About the databases (CDSR/ DARE/ CENTRAL/ HTA Database, NHSEED)	CLIB [Product Descriptions]
About the DVD version	CLIB [<i>How to Access The Cochrane Library</i>]
Abstracts of Cochrane Reviews	http://www.cochrane.org/reviews/index.htm CLIB
Abstracts of Cochrane Reviews in Spanish	http://www.cochrane.org/reviews/es/
<i>Cochrane Library</i> training materials	CLIB [Help] http://www.cochrane.org/resources/clibtrain.htm
<i>Cochrane Library</i> tutorials online [English, French, German, Spanish, Portuguese and Turkish]	http://www3.interscience.wiley.com/aboutus/demo/
Podcasts (audio summaries) of selected reviews	http://www.cochrane.org/podcasts/
Spanish version of <i>The Cochrane Library</i> [<i>La Biblioteca Cochrane Plus</i>]	http://www.bibliotecacochrane.net/Clibplus/ClibPlus.asp
User's Guide for <i>The Cochrane Library</i>	http://www.cochrane.org/docs/TheCochraneLibraryUserGuide.pdf CLIB [Help]

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Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Part B Editorial Processes and Reviews

Activity and useful information or document	Source
5. EDITORIAL PROCESSES	
5.1 Avoiding duplication of reviews and protocols	
Avoiding duplication of reviews and protocols	CPM [Operations]
Cochrane Review Groups	CLIB [About Cochrane/Cochrane Groups] <i>search other CRG modules/review list</i>
Exploring areas of common interest	CPM [Operations]
Identifying potentially relevant/overlapping reviews	http://www.cochrane.org/reviews Archie [search by document]
Summary of Cochrane Review Group output	CLIB (browse by Review Group) http://www.mrw.interscience.wiley.com/cochrane/cochrane_clsystrev_crglist_fs.html Archie [Tools/Global Reports]
5.2 Editorial process - setting up and maintaining	
Archie 'tasks' or 'workflows' (<i>stage 2 pilot in progress at May 2009</i>)	Archie Help [Tasks] http://ims.cochrane.org/archie/workflows
Checklist for peer reviewers/referees	CRGPC [3, 4, 5]
Establishing a refereeing policy	CPM [Operations] Handbook [3.4.7]
Registering a review title	Archie Help [Reviews] CRGPC [2] Super User's Guide
Splitting or merging a review	Super User's Guide
Withdrawing a review	Archie Help CRGPC (various) Super User's Guide
5.3 Involving consumers	
Consumer involvement	http://www.cochrane.org/consumers/cinc.htm Handbook [Preparing a Cochrane Review 2.3.4.2] CRGPC [1.3]
The Consumer Network	http://www.cochrane.org/consumers/homepage.htm CPM [Operations] CLIB [About Cochrane]
5.4 Conflicts of interest	

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Conflicts of interest (including code of conduct)	CPM [Cochrane Collaboration policies] Handbook [2.6]
The Cochrane Collaboration policy on commercial sponsorship	http://www.cochrane.org/docs/commercialsponsorship.htm
5.5 Deadlines	
Deadlines for submitting protocols and reviews to copy edit support, and submitting protocols, reviews, modules and specialised registers to Wiley-Blackwell for publication on <i>The Cochrane Library</i>	http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/SubmissionDeadlines.html
Dealing with non-performance of authors	CPM [Operations] CRGPC [8]
5.6 Licence for publication and declaration of interest forms	
Declaration of Interest questionnaires (required for Intervention, Methodology and DTA protocols and reviews)	CPM [2.2.7]
Licence for publication (permission) forms (required for Intervention, Methodology and DTA protocols and reviews)	CPM [Cochrane Collaboration policies] RevMan [File / Reports] RevMan User Guide
5.7 Publication policies (e.g. concurrent publication in paper journals)	
Co-publication agreements/correspondence with journal editors re. publishing Cochrane Reviews	CPM [Appendix 2]
Copyright permission request form (Wiley-Blackwell) – for re-using material from <i>The Cochrane Library</i>	CPM [Cochrane Collaboration policies] http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/ForAuthors.html email permreq@wiley.co.uk
Declaration of Interest policy and form	CPM [Cochrane Collaboration policies]
Publication of previously published reviews as Cochrane Reviews	Handbook [Format of a Cochrane review, 2.5]
Publication of versions of Cochrane reviews in print journals	CPM [Cochrane Collaboration policies] Handbook [Format of a Cochrane review, 2.4]
Rationale for requiring Cochrane authors to publish in <i>The Cochrane Library</i> first	CPM [Cochrane Collaboration policies]
5.8 Post-publication feedback on protocols and reviews	

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
The Feedback Editor	CPM [Operations]
The feedback process	http://www.cochrane.org/reviews/clibintro.htm#comcrit http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/addviewfeedback.html
Responding to feedback; 'House rules' for responding to feedback on the internet	CPM [Cochrane Collaboration policies] CRGPC [6]
Updating reviews in response to feedback	Handbook [3.6; 4.11]
5.9 Citing reviews and protocols	
Citing Cochrane reviews and protocols <i>i.e. how review authors etc should cite their reviews in other documents</i>	CLIB [see headnotes of each protocol/review] CPM [Cochrane Collaboration policies / Publishing policy]
Citing other Cochrane Collaboration products	http://www.cochrane.org/docs/howtocitecc.htm CPM [Cochrane Collaboration policies/Publishing policy]
5.10 Updating reviews	
Cochrane Collaboration policy on updating reviews and converting protocols	CPM [Cochrane Collaboration policies/Publishing policy]
Updating reviews – advice for authors	Handbook [3]]
Updating reviews – strategies for Cochrane Review Groups	CRGPC [5]
Updating Working Group / Updating project	http://www.cochrane.org/ccsg/gag/updating_wg.htm
6. REVIEW AUTHOR SUPPORT	
6.1 Beginning the process – non Cochrane systematic reviews and useful background material	
Centre for Reviews and Dissemination (CRD)	http://www.york.ac.uk/inst/crd
Database of Abstracts of Reviews of Effects (DARE) <i>A database of critical summaries of systematic reviews which have met a series of quality criteria, produced by the Centre for Reviews and Dissemination.</i>	http://www.crd.york.ac.uk/crdweb/
National Guideline Clearinghouse (Agency for Healthcare Research and Quality)	http://www.guideline.gov/
NIHR Health Technology Assessment programme	http://www.nchta.org/
Netting the Evidence - SchARR Introduction to Evidence Based Practice on the Internet	http://www.shf.ac.uk/scharr/ir/netting/
Scottish Intercollegiate Guidelines Network (SIGN) guidelines	http://www.sign.ac.uk/guidelines/index.html

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
6.2 Facilitating the writing of reviews	
All sections of <i>The Cochrane Handbook for Systematic Reviews of Interventions</i> Encourage your review authors to use the Handbook!	Handbook
Cross-cultural team working	CPM [Appendix 1]
Developing protocols	CPM [Operations] Handbook [Format of a Cochrane review; Guide to the contents of a protocol and review]
Logistics of doing a review	Handbook [2.3]
Maintaining communication	CPM [Operations]
Providing 'space' to conduct reviews	CPM [Operations]
Providing technical support	CPM [Operations]
Resources for reviews, and seeking funding for reviews	Handbook [2.3]
The role of Methods Groups	CPM [Operations]
Workshops and training for authors	http://www.cochrane.org/news/workshops.htm
6.3 Guiding the format and contents of a Cochrane review	
All sections of <i>The Cochrane Handbook for Systematic Reviews of Interventions</i> Some particularly important parts are highlighted below	Handbook
Acknowledging support of reviews	Handbook [Guide to the contents of a protocol and review 4.10] RMH [Sources of Support]
Guide to the format of a Cochrane review	Handbook [2.2]
Guide to the contents of a protocol and review	Handbook [4]
Sample reviews	CLIB CRGPC [4.1]
Search strategy development	Handbook [Chapter 6] CPM [Operations / Increasing trials register coverage]
6.4 Forms / documents for use with reviews	
Assessing Risk of Bias of included studies; Risk of Bias tables, graphs and summary	Handbook [Assessing Risk of Bias in included studies]
Checklist for authors to complete before submitting protocols and reviews for editorial approval	CRGPC [3.2, 4.4] <i>Good practice checklist under development (as at 28 January 2009)</i>

Archie	http://archie.cochrane.org/
CRGPC	CRG Procedures Collection website
Handbook	Cochrane Handbook for Systematic Reviews
RM FAQ	RevMan Frequently Asked Questions
RevMan website	http://ims.cochrane.org/revman
RMH	RevMan Help (help menu in RevMan)

CPM	Cochrane Policy Manual
CSG	Cochrane Style Guide
Archie Help	Via Archie Help menu
Super User's Guide	CRG Super User's Guide to Archie
RevMan User Guide	RevMan User Guide
CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Data extraction forms: pilot testing and form revisions	Handbook [7.5]
Data extraction forms: sample forms	CRGPC [4.1]
Letters to triallists/pharmaceutical companies	Handbook [7.4.2] CRGPC [4.1]
6.5 Statistical and methodological support	
Adverse effects	Handbook [14]
Analysing data and undertaking meta-analyses	Handbook [9]
Economics evidence	Handbook [15]
Interpreting results and drawing conclusions	Handbook [12] <i>all of this chapter is very useful</i>
Glossary of terms	http://www.cochrane.org/resources/glossary.htm
Meta-analysis using Individual Patient Data	Handbook [18]
Methods Groups	http://www.cochrane.org/contact/entities.htm#MGLIST
Non-randomised studies, including in Cochrane reviews	Handbook [13]
Overviews of reviews	Handbook [22]
Policy on default statistics	CPM [Operations]
Presenting results	Handbook [11]
Public health and health promotion reviews	Handbook [21]
Qualitative research, including in Cochrane reviews	Handbook [20]
Risk of Bias tables, graphs and summary	Handbook [8]
Statistical methods available in RevMan and the Cochrane Database of Systematic Reviews	Handbook [9.4]
Summary of Findings tables, and GradePro software	Handbook [11.5] http://ims.cochrane.org/revman/gradepro
Types of data and effect measures <i>Dichotomous (or binary) data; Continuous data; Ordinal data; Counts and rates calculated from counting the number of events that each individual experiences; Time-to-event data</i>	Handbook [9.2]
6.6 Translating articles for review authors	

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Contact details of potential translators	<i>Archie Contains contact details of translators (search people by role).</i> Send an email to Adminors Contact relevant Cochrane Centre
Methods of organising translations	CRGPC [4.3]
6.7 Diagnostic test accuracy (DTA) reviews	
Cochrane diagnostic test accuracy working group homepage	http://srdta.cochrane.org/en/index.html
DTA: FAQs	http://srdta.cochrane.org/en/newPage5.html
DTA presentations	http://srdta.cochrane.org/en/newPage8.html
DTA reviews and RevMan 5	RMH RevMan User Guide
DTA workshops and events	http://srdta.cochrane.org/en/events.html
Editorial process for DTA reviews	http://srdta.cochrane.org/en/newPage6.html
Handbook for DTA reviews	http://srdta.cochrane.org/en/authors.html
Licence for publication form for DTA reviews	CPM [Publishing Policy]
Regional support units for DTA reviews	http://srdta.cochrane.org/en/whoware.html
6.8 Overviews of reviews	
Handbook chapter for Overviews of reviews	Handbook [22]
Overviews of reviews: FAQs	http://www.socialtext.net/overviews/index.cgi?cochrane_overviews_of_reviews
6.9 Methodology reviews	
About methodology reviews	RevMan User Guide
Guide to contents of methodology reviews	Handbook [Appendix A]
7. REVMAN SUPPORT	
7.1 Learning to use RevMan	
RevMan workshop - dates and venues	http://www.cochrane.org/news/workshops.htm
RevMan self-training and support documents	http://ims.cochrane.org/revman/documentation/revman-documentation RevMan 5 tutorial in RMH
Top Tips for Authors using Archie and RevMan	http://ims.cochrane.org/revman/documentation/Top-Tips-for-Authors.pdf
7.2 Obtaining/installing & maintaining RevMan	

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Connecting RevMan to the Archie server	In RevMan: Tools > Preferences > Connection http://ims.cochrane.org/revman/documentation/Top-Tips-for-Authors.pdf
Installation details and technical information	http://ims.cochrane.org/revman/support/RevMan5-installation-and-connection.pdf
Licence agreement	RevMan [Help / About] http://ims.cochrane.org/revman/licensing
Known issues in RevMan	http://ims.cochrane.org/revman/support/bugs
RevMan software and details of updates	http://ims.cochrane.org/revman/support/updates
Running on Macintosh and Linux	http://ims.cochrane.org/revman/download
Running RevMan for the first time / getting started	RevMan User Guide
7.3 Using RevMan to prepare protocols and reviews	
<i>7.3.1 Using RevMan</i>	
Assigning, reordering and removing authors	RevMan User Guide
Checking reviews in and out of Archie using RevMan	RMH [Sharing and submitting reviews]
Exporting text, references and data	RevMan User Guide RMH
Frequently asked questions (FAQ)	http://ims.cochrane.org/revman/documentation/faq
Importing text and references	RevMan User Guide
Keyboard shortcuts	RevMan User Guide RMH
Menus	RevMan User Guide
Printing	RMH [Printing] RevMan User Guide
Saving a local version of a review	RMH [Storing reviews locally] http://www.ims.cochrane.org/revman/documentation/Top-Tips-for-Authors.pdf
Starting a review	RevMan User Guide RMH
<i>7.3.2 Review contents</i>	
Appendices	RMH RevMan User Guide

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Analyses graphs	RMH [Data and Analyses] RevMan User Guide
Analysis results, insert in main text	RMH [Main text]
Contact details - editing and managing	RMH RevMan User Guide Super User's Guide
Data and Analyses	RMH [Data and Analyses] RevMan User Guide
Data (entering, editing, deleting etc)	RMH [Data and Analyses]
Data, trials with more than two intervention groups	CRGPC [collated replies from Adminors] Handbook [16]
Dates	RMH [Review/Protocol information]
Default values, editing	RMH [Data and Analyses/Outcome properties]
Exporting data	RevMan User Guide RMH
Figures	RMH [Figures] RevMan User Guide
Figures: ordering and renumbering	RevMan User Guide
Formatting text	RMH
Funnel plot	RMH
Links: inserting, finding and removing	RevMan User Guide RMH
Moving a study to another section	RMH [Studies and references] RevMan User Guide
References: entering, editing, organising	RMH [Studies and references] Handbook [4.7] RevMan User Guide
References, how to cite in the text of the protocol/review	CSG
References, linking to in text of protocol or review	RMH [Main text]
References, using reference management software with RevMan	RMH [Studies and references; Exporting] RevMan User Guide
Review/Protocol information (formerly 'Cover sheet')	RMH RevMan User Guide

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Review text	RMH [Main text] RevMan User Guide [Main text]
Review ID and DOI	RMH [Review properties]
Risk of Bias tables	RevMan User Guide
Sources of support	RMH [About Sources of Support] Handbook [4.10]
Symbols	RMH [Inserting symbols]
Spell check	RMH [Checking spelling] RevMan User Guide
Status report	RMH [Checking and validating reviews]
Style guidelines for Cochrane reviews	CSG
Summary of Findings tables	Handbook [11.5] http://www.ims.cochrane.org/revman/gradepr http://www.ims.cochrane.org/revman/gradepr/faqs RMH [Tables]
Tables, general tips	RMH [Tables] RevMan User Guide
Table of comparisons	RMH [Data and analyses] RevMan User Guide
Tables 'Characteristics of included studies'; 'Characteristics of excluded studies'	RMH [Tables]
Track changes	RMH [Main text]
Word count	RMH [Text of review]
Validate review	RMH [Checking and validating reviews]
7.4 Reporting problems and suggestions with RevMan	
Email discussion list, RevMan	http://www.cochrane.org/admin/maillist.htm#REVMAN
Problem-reporting form for RevMan	http://www.ims.cochrane.org/revman/support/revman-problem-reporting-form
Support, if you can't solve the software problem	http://www.ims.cochrane.org/support/crgs Contact your regional IMS support person (http://ims.cochrane.org/organization/ims-support/ims-support) Email revman-techsupport@cochrane.dk

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Suggestion form	http://www.ims.cochrane.org/revman/support/revman-suggestion-form
Wishlist, RevMan	http://www.ims.cochrane.org/revman/support/revman-wish-list
8. THE MODULE	
8.1 Managing the module requirements	
Every Cochrane Review Group publishes information about their Group in <i>The Cochrane Library</i> . This information, commonly referred to as the 'module text' or the 'About' document, is prepared and published through Archie. Guidelines for presentation of the module text are being updated by a working party of the Cochrane Editorial Management Advisory Group in 2009.	
Module text: viewing, editing, comparing, publishing	Archie Help [Documents > Modules]
Topic list: viewing, viewing, publishing	Archie Help [Entities]
Topic list: linking reviews	Archie Help [Entities]
9. USING ARCHIE (IMS) TO PUBLISH REVIEWS	
9.1 Information and support to use Archie (IMS)	
Amending contact details for a review	Archie Help [People]
Archie Help	Access via Help menu within Archie
Contact your IMS Support person	http://ims.cochrane.org/organization/ims-support/ims-support
Help for Editors	http://www.ims.cochrane.org/support/authors
IMS Bulletins	http://www.ims.cochrane.org/support/crgs/bulletins
IMS training documents	http://www.ims.cochrane.org/support/training
Known bugs / issues	http://www.ims.cochrane.org/archie/support/known-issues-in-archie
Problem reporting form for Archie	http://www.ims.cochrane.org/archie/support/archie-problem-reporting-form
Suggestion form for Archie	http://www.ims.cochrane.org/archie/support/archie-suggestion-form
Top Tips for Authors using Archie & RevMan 5	http://ims.cochrane.org/revman/documentation/Top-Tips-for-Authors.pdf
User accounts for MEs	ME should contact their IMS support person
User accounts for authors/others	Archie Help [Becoming a user]
User Guide for MEs	Super User's Guide

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

Activity and useful information or document	Source
Using Archie with Firefox	http://www.ims.cochrane.org/archie/documentation/firefox/
Wishlist for Archie (new features and functions)	http://www.ims.cochrane.org/archie/support/archie-wish-list
9.2 Using Archie to generate/export information	
Compare versions of protocol or review using 'compare' function in Archie	Archie Help [Documents]
Exporting data (e.g. address labels) from Archie	Archie Help [Tools]
Reports	Super User's Guide IMS Bulletins (http://www.ims.cochrane.org/support/crgs/bulletins/) Archie Help
Viewing and printing a review in Archie	Archie Help Super User's Guide
9.3 Publishing protocols, reviews and the module	
Publishing protocols and reviews	Archie Help Super User's Guide
Publishing the module	Archie Help Super User's Guide
Quarterly submission checklist	http://www.ims.cochrane.org/support/crgs/user-guides/quarterly-module-submission-checklist.pdf

Archie	http://archie.cochrane.org/	CPM	Cochrane Policy Manual
CRGPC	CRG Procedures Collection website	CSG	Cochrane Style Guide
Handbook	Cochrane Handbook for Systematic Reviews	Archie Help	Via Archie Help menu
RM FAQ	RevMan Frequently Asked Questions	Super User's Guide	CRG Super User's Guide to Archie
RevMan website	http://ims.cochrane.org/revman	RevMan User Guide	RevMan User Guide
RMH	RevMan Help (help menu in RevMan)	CLIB	<i>The Cochrane Library</i>

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