

Cochrane Official Blog (Cochrane News)

PUBLICATION GUIDELINES

Introduction

These publication guidelines serve as a general framework for the publication procedures for the Cochrane Official Blog. Although this document does provide some specific expectations, it is intended to be a flexible guideline that allows for the exercise of judgment in specific situations by the Editor and the Advisory Committee.

Purpose

The Cochrane Official Blog is an international online blog that aims to provide interested individuals and groups with news, information, resources and issues that affect The Cochrane Collaboration.

Editor

The Editor of the Official Blog is responsible for soliciting submissions, as well as formatting, editing and distributing each issue of the blog.

Advisory Committee

The Advisory Committee serves to advise the Editor of the Official Blog on policy and procedure decisions regarding the posting, publication and distribution of the newsletter. For more information on the selection and responsibilities of Advisory Committee members, please refer to the Advisory Committee Terms of Reference.

Written content

The Official Blog accepts submissions that pertain to news, information, resources and issues relevant to The Cochrane Collaboration. All submissions must include the name(s) and the email address of the author(s). The Editor and Advisory Committee reserve the right to edit any submission for spelling and grammatical errors.

The Official Blog will not accept any submission that discriminates against any group or individual on the basis of race, colour, sex, language, religion, political or other opinion, national or social origin, age, disability, sexual orientation, or any other characteristic explicitly or implicitly protected by the International Bill of Human Rights.

In the event that a submission is explicitly or implicitly critical of an individual, group or entity within The Cochrane Collaboration, that individual, group or entity will be given the opportunity to read the criticism in advance and respond to the submissions. In the event that this right to respond is declined, or postponed, a statement to that effect will be included.

The Official Blog is not obliged to accept any submission and reserves the right to refuse any submitted item. If required, this decision will be based on a majority vote by the members of the Advisory Committee. In all cases, responsibility for final approval remains with the Editor.

Photographs and other visual content

Photographs, images and diagrams submitted to the Official Blog must be in .jpg, .gif or .bmp format. A brief description of the photograph, image or diagram and the name of the photographer/artist must be included with the submission. If the photograph is of an individual or group of individuals, the name(s) of the individual(s) in the photo must be submitted as well.

It is the submitter's responsibility to obtain permission to print from the photographer and/or subject(s) of a photo before submitting the item to the blog. Confirmation of permission must be provided upon submission of the photograph. In the case where copyright restrictions apply to the visual content being submitted, submitters must obtain and confirm they have obtained the copyright holder's permission to reproduce the item.

The Editor reserves the right to resize and reformat any image submitted.

Copyright

Copyright for all submissions to the Blog remains with the author and/or submitter. However, we reserve the right to republish all or part of any previously published article or image.

Length of submissions

The desired length of an item depends on the type of submission (see below) and does not include the title or author's information. Items that exceed the prescribed length for a given type of submission may be published as is, but this will be at the discretion of the Editor. If the item is determined to be unacceptably long, the author(s) will be required to condense the article to the specified length.

- Letters to the Editor: up to 250 words
- *Did You Know* announcements: up to 100 words
- All other articles: up to 600 words

Submission format

Items will be submitted online on the Official Blog site. Items will only be posted after they have been approved by the Editor.

Deadlines

The Official Blog will be published three times a year. Publication dates are usually in May, September and December. Publication deadlines are determined by the Editor and are subject to change. The dates for each deadline will be posted in CCInfo, the email newsletter of The Cochrane Collaboration, approximately six weeks before the submission deadline.

Distribution

The Editor is responsible for electronically distributing each issue of the Official Blog to all Cochrane Centres. Each Cochrane Centre is then responsible for distributing it to interested individuals and groups within that Centre's jurisdiction. All issues are posted on the Official Blog webpage of cochrane.org.

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